

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 152

Alexandria, VA

1 August 1999

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 August 1999 unless otherwise indicated.

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This change includes all material written in MAP Items 01-99, 29-99(E), 32-99(E), 34-99(E), 36-99(E), 37-99(E), 38-99(E) and 41-99(E). Insert the attached pages and remove the corresponding pages. Remove page A-27. This cover page replaces the Change 151 cover page.

BRIEF OF REVISION

These are the major changes made by Change 152:

U3105; U3145; Appendix O. Adds guidelines concerning use of the city pair program.

U5345-D. Authorizes shipment of HHG from NTS to temporary storage when members attend courses of 20 or more weeks in duration (at one location).

U5505. Clarifies the language pertaining to mobile home transportation between CONUS/Alaska and non-CONUS/Alaska PDSs.

U5800. Adds wording to emphasize that a privately owned vehicle cannot be shipped if one is stored.

U7150. Specifies that for Reserve Component members in a commute status, mileage reimbursement is based on odometer readings rather than DTOD.

U7210-A, U7210-A1. Revises wording to align paragraphs with the statutory language found in 37 U.S.C.

U9000-F, U9154-A. Explains when a Government mess is deemed available for COLA purposes.

Appendix S. Recertifies various FEML locations until 31 July 2000 in Central and European Commands.



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JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

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PART B: TRAVEL BY COMMON CARRIER**U3100 GENERAL**

A. Travel/Transportation Policy. Travel other than by a usually traveled route must be justified. A member may not use contract airline/rail passenger service provided under contract with the General Services Administration (GSA) for that portion of an indirect route traveled for personal convenience. Government procured transportation or a contractor-issued Government travel charge card may be used only for that portion of a trip properly chargeable to the Government. Any additional expense must be paid by the traveler. All time not justified as official travel must be charged as leave.

1. Less than premium-class accommodations must be used for passenger transportation, unless an exception in par. U3125 or par. U3130 applies,
2. travelers may voluntarily use/accept, and the Government may furnish, accommodations which do not meet minimum standards if the member's or Service needs require use of these accommodations,
3. travelers may not be reimbursed for travel at personal expense on vessels/aircraft of foreign registry, except as specified in pars. U3125-C and U3130-D, and
4. each dependent is allowed a seat.

B. TDY Travel Involving Non-PDS Location(s). A member on TDY orders is entitled to travel/transportation allowance NTE the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between the member's PDS and TDY location. When TDY travel is to/from a **non-PDS** location:

1. the traveler must pay excess travel/transportation costs; and
2. constructive costs for each leg of the trip must be based on Government contract fares, if available.

NOTE: For TDY travel/transportation allowances when TDY orders are received while member is on official leave, see par. U4105-F.

★ U3105 COMMON CARRIER TRANSPORTATION PROCUREMENT

See DoD 4500.9-R, (DTR), Part I for Defense Transportation Regulation (DTR) Passenger Movement. For policy and FAQs regarding the City Pair Program see par. U3145.

U3110 REIMBURSEMENT FOR PERSONALLY-PROCURED COMMON CARRIER TRANSPORTATION INCIDENT TO TDY

A. General. A member may not be reimbursed for personally-procured transportation when a specific transportation mode is directed (as distinguished from authorized) to travel by a specific mode (Government/Government-procured, transoceanic or transportation furnished by a foreign government or Government contractor). Otherwise, the member is entitled to reimbursement of transportation cost as prescribed in subpars. B-F. Reimbursement may not be more than the cost of accommodations prescribed in pars. U3125, U3130 and U3135. See Part D when the transportation is partly by POC. If a member uses Government-procured transportation for part of a journey (see par. U5150), limits in subpars. B and C must be reduced by its cost.

B. Government/Government-Contracted Transportation/In-house or CTO Available. When Government/Government-contracted transportation/in-house or CTO (see Appendix A for definition) services are available and the member procures common carrier transportation (including sleeping accommodations) at personal expense under an individual travel order, the member may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between authorized points.

C. Government/Government-Contracted Transportation/In-house or CTO Not Available. When Government/Government-contracted transportation/in-house or CTO (see Appendix A for definition) service is not available and the member procures common carrier transportation at personal expense, the member may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed commercial transportation cost between authorized points.

D. Transoceanic Travel-Government/Government-Procured Transportation Available. When travel by Government/Government-procured transportation is authorized (as distinguished from directed) and transoceanic travel is performed by common carrier at personal expense, the member is entitled to reimbursement for the transportation cost up to the amount the sponsoring Service would have paid for the available transportation. If both Government and Government-procured transportation are available, the lower priced one is the measure of maximum reimbursement. When Government/Government-procured transportation is not available, the member is entitled to reimbursement for the transportation cost up to the least costly available scheduled commercial air service over the direct route between the origin and destination. If air travel is medically inadvisable for the member, reimbursement is limited to the least costly first-class passenger accommodations on a commercial ship.

E. Transoceanic Ferry Fares. When a member on TDY travels at personal expense aboard a transoceanic ferry that has been authorized/approved as advantageous to the Government, reimbursement is authorized for the cost incurred, including any part attributed to movement of a POC (55 Comp. Gen. 1072 (1976)). For transoceanic ferries of foreign registry, see par. U3130-D.

F. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Part E.

U3115 REIMBURSEMENT WHEN TRANSPORTATION MODE OR GROUP TRAVEL IS DIRECTED

A. Travel Directed. When a member, individually or as part of a group, is directed (as distinguished from authorized) to travel by a specific transportation mode (Government/Government-procured, transoceanic or transportation furnished by a foreign Government or Government contractor), reimbursement and the payment of a mileage allowance is prohibited for transportation at personal expense unless the authority responsible certifies that the directed mode was not available at the time and place required to comply with the orders.

B. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus, streetcar fares) incurred in the performance of TDY are allowable as authorized in Part E.

U3120 ARRANGING OFFICIAL TRAVEL

A. Travel Arrangement Requirements

1. Uniformed Service Members. When making travel arrangements, uniformed service members are required to use the following (except as provided in subpar. B.):

- a. a CTO (see Appendix A for definition),
- b. in-house travel office, or
- c. General Services Administration (GSA) Travel Management Center (TMC).

time. In the case of a direct route that requires overnight travel, reasonably available means slumber coach sleeping accommodations are available. Accommodations with a scheduled arrival time later than the member's required reporting time at the duty site, or with scheduled departure time earlier than the time the member is scheduled to complete duty are not reasonably available.

2. necessary to accommodate a member's/dependent's disability or other physical impairment, and the condition is substantiated in writing by competent medical authority. First-class accommodations use also may be authorized/approved for an attendant authorized under pars. U7250-D and U7251-B to accompany the attended traveler when the attended traveler is authorized first-class accommodations use and requires the attendant's assistance en route.

3. there are exceptional security requirements. Examples are:

- a. a member whose coach-class accommodations use would entail danger to the member's life or Government property,
- b. agents of protective details accompanying individuals authorized to use first-class accommodations, and
- c. couriers and control officers accompanying controlled pouches or packages.

4. coach-class accommodations on a foreign rail carrier do not provide adequate sanitation or meet health standards.

D. Extra-Fare Train Service. Coach-class travel by extra-fare trains may be authorized/approved when its use is advantageous to the Government or is required for security reasons. AMTRAK Metroliner coach accommodations use is advantageous to the Government. Metroliner Club Service is first-class accommodations. First-class accommodations on extra-fare trains may be authorized/approved as provided in subpar. C.

E. Tips to Train Attendants. For a member who performs TDY travel and receives reimbursement (except a mileage allowance for the entire journey), tips of up to \$1 each calendar day to train attendants are reimbursable.

U3140 UNUSED GOVERNMENT-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS

A. General. Members who return unused Government-procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents are entitled to travel and transportation allowances under this Chapter and Chapters 4 and 5 if otherwise authorized.

B. Cost to the Government Involved. When cost to the Government is involved, the cost for any sleeping or parlor car accommodations furnished and used, or the cost of shipping baggage on tickets without passenger shall be deducted from the amount otherwise payable to the member in subpar. A for the travel involved.

★ U3145 CITY-PAIR PROGRAM

Regulations applicable to the Contract City Pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E. Following is an edited extract from that regulation.

A. POLICY

GSA airlift contracted through the Contract City Pair Program shall be used for uniformed members. EXCEPTION TO THE USE OF CONTRACT CARRIERS: One or more of the following travel conditions which must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route. Those conditions are as follows:

1. Space or scheduled flights are not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
2. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours (see JFTR, par. U4325); or
3. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is restricted to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), contractor issued charge cards, or centrally billed account.***
4. Rail service is available and that service is cost effective and consistent with mission requirements.
5. Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.
6. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and;
 - a. the agency determines prior to the member's travel that this type of service is practical and economical to the Government; and
 - b. in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket will be used.

B. Scheduled Air Carriers

1. Contract air service between city pairs shall be used for all domestic travel, and for international travel when AMC Category B is not available or does not meet the mission requirement.
2. Cost reimbursable contractor personnel are prohibited from using Government discount fares (including Contract City Pairs fares) when purchasing commercial airline tickets

C. Frequently Asked Questions About Using Contract City Pair Program

1. What if I can find a cheaper fare - Can I use it?

Answer: Yes, under certain conditions. An exception to the city pair contract allows the use of lower fares offered by non-contract carriers, provided the fares are available to the general public, i.e., not restricted to Government travel. Once a contract is awarded, many non-contract carriers offer matching or lower fares (e.g., DG) in an attempt to increase their market business share. If travelers routinely use these matching fares as a first choice, without considering the contract carrier, the integrity of the entire program suffers. Carriers may choose not to participate in future contracts; thereby, causing a loss of program benefits and creating possible higher fares for all.

2. How come I never get nonstop service from my area? I always must use a connecting flight to my destination. My time should be factored into the costs.

Answer: Reasons for connecting service vary, but most commonly it is a matter of no offer, or an extremely high priced offer from a carrier with nonstop service. This program relies on carriers submitting offers of service in a given market. If nonstop service does not exist or the carriers choose not to offer, there is little the Government can do. During the evaluation process, offers are compared to fares available in the market to determine if it is a "smart buy" to make the award. It does not make much sense to contract for a fare that is the same or higher than what is already available in the market. As to your time, it is factored into the evaluation of offers. The evaluation process is a "greatest value" concept using price and technical tradeoffs to reach the best award. Items such as service, flight distribution, elapsed flying time, and number of available flights are considered. Contract-award criteria place greater emphasis on quality service than on price.

3. My area has 3 airports, but fares vary between each of them and certain destinations. Why?

Answer: GSA solicits CONUS markets by airport to allow the Government traveler a choice of airports and to provide more options in flight scheduling. One reason fares vary is that a carrier may serve one airport, but not others. Also, competition among numerous carriers serving the same airport often produces lower fares to and from that particular airport, and in some instances, the participation of a recognized "low price" carrier in a market can have a dramatic impact on available fares.

4. Our organization has a lot of Cost Reimbursable Contractors (CRCs). Why can't they use the Government contract fares?

Answer: Under the terms of the GSA contract, Government contractors are not eligible for city pair fares under any circumstances.

CHAPTER 4 TEMPORARY DUTY TRAVEL (TDY)

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CHAPTER 4 TEMPORARY DUTY TRAVEL

PART A: MEMBERS TRAVELING TOGETHER

U4000 GENERAL

Members traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary travel reimbursements apply unless the members' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the members. No per diem is payable when no/limited reimbursement is directed in the orders for members traveling together. It only includes travel days between duty locations and does not involve entitlements for full days at duty locations. Most members pay the food cost without operating expense. Directing several members to travel together with no/limited reimbursement shall never be done simply to save travel funds.

★ U4001 STRAGGLERS

A member, who becomes separated from the others while traveling as one of members traveling together under orders directing no/limited reimbursement, shall be provided for in the manner prescribed in Chapter 7, Part N.

2. Member Charged for Meals. Members traveling aboard a U.S. or foreign Government vessel, other than an oceangoing car ferry, of 24 hours or more as passengers (except those aboard for TDY or training) who are charged for meals shall be paid a per diem allowance equal to the cost of the meals furnished, except on the day of embarkation and debarkation.

C. Travel, TDY Aboard Commercial Vessel or U.S. Government Vessel Totally Leased for Commercial Operation. Except for the day of arrival (day of embarkation) and the day of departure (day of debarkation), a member (including Coast Guard members performing inspection aboard U.S. merchant vessels) traveling on TDY aboard a U.S. Government vessel leased to and operated by a commercial company or a commercial vessel, other than an oceangoing car ferry, is entitled to a per diem allowance of \$6 per day. When the \$6 rate is not sufficient to meet the member's subsistence expenses, a per diem rate equal to the anticipated expenses may be authorized/approved. Such rate may not exceed \$25 and the order-issuing official should state in the orders the circumstances warranting the increased rate.

D. Field Duty. The Secretary concerned may prescribe a per diem rate in a lesser amount than prescribed in Appendix B, for a member of a unit deployed OCONUS away from the unit's PDS. This rate is paid to the members concerned in lieu of the rate shown in Appendix B, regardless of their OCONUS location and may be paid during periods which would otherwise be considered field duty, taking into account the reduced expenses, if any, a member would have while performing field duty during the period covered by the authorization. The rate prescribed should be paid for the period of time specified and is such that the total per diem paid during the entire period that the member is subject to the reduced rate is about equal to that which the member would receive for the same period under Appendix B, calculated according to the computation procedures in this Part and excluding the time during which the member performs field duty. The Secretary concerned may delegate this authority to prescribe such a rate to a chief of an appropriate bureau or staff agency of the headquarters of the department concerned or to a commander of an appropriate naval systems command headquarters, but there may be no redelegations.

E. Member Dies While in a TDY Status. When a member dies while in a TDY status, entitlement to per diem accrues through the date of death. Entitlement to reimbursement for transportation or a MALT accrues from the old station (or last TDY station) to the place

of death not to exceed the official distance of the ordered travel.

F. Ordered to TDY While on Leave

1. TDY at Leave Point. A member on leave away from the PDS who receives orders to perform TDY at the leave point is entitled to per diem for the TDY performed in compliance with the orders.

2. TDY at Other Than Leave Point

a. Authorized to Resume Leave Upon Completion of TDY. A member on leave away from the PDS who receives orders to perform TDY at other than the leave point is entitled to per diem and transportation expenses for travel from the leave address or place of receipt of orders, whichever is shorter, to the TDY station, and from the TDY station to the leave address. Per diem is payable for the period at the TDY station plus transportation, see paragraph U3100-B.

b. Directed to Return to PDS Upon Completion of TDY. A member away from the PDS who receives orders to perform TDY at other than the leave point is entitled to per diem and transportation expenses for travel from the leave address or place of receipt of orders, whichever is shorter, to the TDY station and from the TDY station to the PDS. Per diem is payable for the period at the TDY station.

c. Directed to Proceed to New PDS Upon Completion of TDY. A member is entitled to the travel and transportation allowances prescribed for PCS for travel performed from the old PDS to the leave address or to the place orders were received, whichever applies, not to exceed in either case the official distance from the old PDS to the new PDS. The member is also entitled to the travel and transportation allowances prescribed for PCS for travel performed from the leave address or place of receipt of orders, as applicable, to the TDY station and from the TDY station to the new PDS. Per diem also is payable for the TDY directed at the TDY station.

G. Orders Canceled While Member En Route to TDY Station. If TDY orders are canceled while a member is en route to the TDY station, round trip travel and transportation allowances are authorized from the PDS to the point where cancellation notification was received (includes leave point) and return to the PDS, not to exceed the round trip distance from the PDS to the TDY station. Per diem is not authorized for any day in which member was in a leave status (51 Comp. Gen. 548 (1972)).

H. TDY Within the Limits of PDS. Travel and transportation allowances are authorized for a member performing TDY (other than at the residence or normal duty location of the member) within the limits of a PDS when authorized by competent authority. Allowances under this subparagraph are authorized when such duty is performed under emergency circumstances that threaten injury to human life or damage to property of the Federal Government, provided overnight accommodations are used by reason of such duty. For transportation entitlements see Chapter 3.

U4115 INTERNATIONAL DATELINE

In computing per diem allowances where the international dateline is involved, the computation is based on actual elapsed time.

Effective 1 October 1998

U4125 PER DIEM UNDER THE LODGINGS-PLUS SYSTEM

A. General. Per diem computed under this Part is based on the lodgings-plus system. The total amount may not exceed the applicable locality rate. The member is required to state on the voucher the lodging cost for each day in a travel status. Receipts are required for lodging, except that a statement instead of a receipt is accepted for the fee or service charge incurred for the use of Government quarters if authorized in regulations of the Secretary concerned. If receipts have been lost or destroyed or are impractical to obtain, a statement explaining the circumstances are furnished with the voucher, including the name and address of the lodging facility, the dates the lodging was obtained, whether others shared the room, and the cost incurred.

★ 1. Lodging Expense. The amount allowed for lodging expense is the amount incurred or the maximum amount prescribed in Appendix B, or D for lodging for the locality concerned, whichever is less. Lodging cost incurred for the use of other than Government quarters for any day on which Government quarters were available is reimbursed as prescribed in par. U1045. *(NOTE: The maximum amount allowed for lodging in CONUS (see Appendix D) does not include an amount for lodging taxes. Taxes for lodging in CONUS are a separately reimbursable travel expense. The maximum amount allowed for lodging OCONUS (see Appendix B) includes an amount for lodging taxes. Lodging taxes*

for lodging OCONUS are not separately reimbursable.)

a. Commercial Lodging. Except as provided for double occupancy in subpar. c, when a member uses commercial lodging facilities (for example, hotels, motels, and boarding houses), the allowable lodging expense is based on the single room rate for the lodging used.

b. Government Quarters. A fee or service charge paid for Government quarters is an allowable lodging expense.

c. Double Occupancy. If a lodging receipt shows a charge for double occupancy, that fact is shown on the voucher with the name and organization or employing agency or office of the person sharing the room if the person is a uniformed member or Government employee on official travel. In this case, the member is allowed one-half of the double occupancy charge. If the person sharing the room is not another uniformed member or Government employee on official travel, identification of the person sharing the room is not required and the member may be allowed the single room rate. The member is required to provide the single room rate.

d. Lodging With Friends or Relatives. If a member stays with friends or relatives while on TDY, no cost for lodging is allowed, whether or not any payment of lodging is made to the friend or relative.

e. Lodging in Other Than Commercial Facilities. When no commercial lodging facilities are present (for example, in remote areas) or when there is a shortage of rooms because of an influx of attendees at special events (for example, world fairs or International Sporting Events), costs of lodging obtained in other than commercial facilities may be allowed. Such facilities may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the traveler must provide an explanation of the circumstances which is acceptable to the order-issuing official or designated representative.

f. Lodging Not Available at TDY Station. The locality per diem rate or the actual expense ceiling for the location where lodging is finally obtained is used for computation when a member performs TDY at a place where neither Government nor commercial

- U5413** **Reimbursement for Travel for POV Delivery and/or Pick-up**
- A. General
 - B. Delivery/Pick-up of a POV When Travel is not Concurrent with PCS Travel
 - C. Delivery of a POV Accomplished Concurrently with Member's PCS Travel and No TDY En Route Involved
 - D. Pick-up of a POV Accomplished Concurrently with Member's PCS Travel and No TDY En Route involved
 - E. POV Delivery/Pick-up to/from a Designated POV Port Accomplished Concurrently with TDY En Route
- U5414** **Transportation of POVs Overland by Carrier**
- A. OCONUS Transportation of POV Overland by Carrier from Old to New PDS Incident to Unit Move
 - B. Transportation of a POV Overland by Carrier Between OCONUS Port and OCONUS PDS
 - C. PCS Within CONUS
- U5415** **Transportation Restrictions**
- A. Restrictions of a POV Purchased in a Nonforeign OCONUS Area
 - B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS
 - C. Restriction on Size of Vehicle
 - D. Combining POV Weight Limitations When Husband and Wife Are Members
- U5425** **Methods of Transportation**
- A. Government and Commercial Means
 - B. Reimbursement for Personally Procured Transportation
- U5435** **Ports Used**
- A. Designation of Ports
 - B. Alternate Ports
 - C. Transshipment from a Designated Port
- U5440** **Factors Affecting Transportation of POV**
- A. Transportation of POV May Be Deferred
 - B. Shipping Error
 - C. Orders Amended, Modified, Canceled or Revoked
 - D. Transportation Before Orders Issued
- U5445** **Excess Cost Collection**
- U5455** **POV Transportation Under Unusual or Emergency Circumstances**
- A. Incident to Unusual or Emergency Circumstances--Official and Personal Situations
 - B. Member Reassigned from OCONUS PDS to Which Dependent Travel is Authorized to an OCONUS PDS to Which Travel of Dependents is not Authorized Before the POV is Transported from A CONUS Port
 - C. Incident to Alert Notice
 - D. Evacuation off PDS
 - E. Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death
- U5456** **Transportation Incident to Divorce**

- U5457 Time Limitation for Transportation of a POV**
- A. Incident to Separation from Service or Relief from Active Duty
 - B. Incident to Retirement, Placement on TDRL, Discharge With Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay, Involuntary Separation, or Separation Under VSI or SSB Program
- U5460 Care and Storage**

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U5505	Basic Entitlements <ul style="list-style-type: none"> A. Definition B. Between PDSs Within CONUS, Within Alaska, and Between a PDS in CONUS and a PDS in Alaska C. Between a CONUS or Alaska PDS and a PDS Neither in CONUS nor Alaska D. Upon Separation from Service, Relief from Active Duty, Placement on Temporary Disability Retired List (TDRL), or Retirement E. Allowable Costs F. Costs Not Allowed
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U5515	Factors Affecting Mobile Home Transportation <ul style="list-style-type: none"> A. Election of Mobile Home Allowances B. Breakdown of, Damage to, or Destruction of a Mobile Home En Route C. Improper Shipments D. Orders Amended, Modified, Canceled or Revoked E. Mobile Home Transportation from Prior PDS F. Transportation Before Orders Issued G. HHG Removed from Mobile Home to Meet Safety Requirements
U5520	Excess Costs for Mobile Home Transportation of Separated Member, Deceased Member, and Heirs of Deceased Member
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U5615	Determining Amount Payable <ul style="list-style-type: none"> A. General B. Dependents Authorized to Relocate in Connection With PCS but Delay Their Travel
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PART I: POV STORAGE WHEN POV TRANSPORTATION IS NOT AUTHORIZED

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U5825	Excess Cost Collection
U5830	Continued POV Storage After Entitlement Ends
U5835	Care and Storage

1. PCS With TDY En Route or While on TDY. A member, ordered to make a PCS with TDY en route, or while on TDY is ordered to make a PCS without return to the old PDS, is entitled to HHG transportation to the new PDS. The member may elect HHG transportation of up to the TDY weight allowance to the new PDS via TDY station(s) if such HHG are necessary for the member's personal use. This entitlement to TDY HHG transportation exists regardless of the provisions of par. U4705. The member also is entitled to NTS under par. U5380-L, table item 1, for the TDY. Temporary storage of any portion of the member's TDY HHG at the TDY station may be authorized/approved by the member's commanding officer, the order-issuing official, the destination transportation officer, or any other Service-designated official at the TDY station, if necessary. Upon completion of TDY, the member's TDY HHG may be transported (including temporary storage under par. U5375) to locations authorized under the basic orders. As an alternative, the HHG may be placed in NTS if such storage is an option under the member's basic orders.

2. PCS Following TDY Pending Further Assignment. A member, whose HHG were placed in NTS at Government expense when the member was ordered to a TDY station pending further assignment, is entitled to NTS for the full TDY period. When the new PDS is OCONUS or at a station to which HHG transportation is prohibited or restricted, or when for reasons beyond the member's control the HHG cannot be withdrawn during the first 90 days after the date of arrival at the OCONUS PDS or the PDS to which HHG transportation is prohibited or restricted, or within 90 days following TDY completion, an additional 90 days of NTS may be authorized/approved as under par. U5375-B2. When the new assignment is to sea duty, OCONUS duty, or duty at a PDS to which HHG transportation is prohibited and the designated place under par. U5222-D is at or in the vicinity of the NTS location, HHG transportation from storage to the residence is authorized under par. U5310-I3.

★ D. Course(s) of Instruction of 20 or More Weeks at One Location

When member is on/ordered to active duty to attend a course(s) of instruction (including Foreign Service Schools) at a school/installation (where the scheduled cumulative duration at one location is 20 or more weeks):

1. HHG Transportation. HHG transportation may be authorized from the last or any previous PDS or place of storage or from the home or

PLEAD to the place where the course is conducted; and/or

2. NTS. Upon authorization/approval by the Service concerned, NTS at origin may be converted to temporary storage at the member's request, in whole or in part if the member is entitled, under orders, to transportation or NTS. The conversion is at Government expense. However, any storage costs accruing for periods in excess of 180 days are the member's responsibility. Unless otherwise provided in par. U5375-B3, no additional storage of the HHG is authorized before further PCS orders are issued.

A member who, at the conclusion of the course is permanently assigned to the place where the course is conducted, is entitled to transportation of HHG placed in NTS to the PDS and to transportation of any HHG not placed in storage under par. U5370-I. A member, called/ordered to active duty under this subparagraph, is entitled to transportation of HHG in NTS from the place of storage to the HOR or PLEAD upon release from active duty, or to the PDS if retained on active duty. (See par. U5317, item 7.)

E. CONUS Area to Which HHG Transportation Is Prohibited. A member, ordered to duty at a CONUS location to which HHG transportation is prohibited or dependents are not permitted to join the member within 20 weeks, is entitled to:

1. HHG transportation from the last PDS to a CONUS designated place; and/or
2. NTS.

When the restriction is removed or the member is ordered on PCS to a PDS where HHG transportation is permitted, transportation is authorized from the designated place and/or NTS to the PDS.

F. Ordered to a CONUS Hospital

1. General. Except when the PDS or hospital from which a member is transferred is OCONUS, the entitlement to HHG transportation incident to a member's hospitalization is contingent on a statement by the commanding officer of the receiving hospital that the case has been evaluated and the period of observation and/or treatment in that hospital is expected to be prolonged. Unaccompanied baggage, not to exceed 225 pounds (gross), may be transported for a member transferred to a hospital without a statement regarding prolonged hospitalization. Unaccompanied baggage improperly transported or unavoidably separated from a member should be forwarded to the proper hospital destination and may

be transported by an expedited mode when, in the opinion of the commanding officer at origin, circumstances require use of this mode. For HHG transportation of members officially reported as injured or ill under 37 U.S.C. §554, see par. U5372.

2. From CONUS Duty Stations or Hospitals. A member on active duty, who's transferred within CONUS to a hospital for observation and/or treatment from a PDS or TDY station, or from a hospital where the member was listed as a patient, is entitled to HHG transportation as for a PCS. The HHG entitlement shall not exceed the cost from any of the combination of the last or any previous PDS, the place to which the HHG were last transported at Government expense, or the place of storage, to the hospital. In lieu of transportation, HHG may be placed in NTS. At the member's option, part of the HHG may be transported and part placed in NTS. Any HHG in storage when a member is hospitalized may be continued in storage.

3. From OCONUS Duty Stations or Hospitals. A member on active duty OCONUS, who's transferred to a hospital in CONUS for observation and/or treatment, is entitled to HHG transportation from any authorized place(s) to the hospital or to NTS or, at the member's option, part may be transported and part placed in NTS. Any HHG in storage when a member is hospitalized, may be continued in storage. For the initial movement involving return from OCONUS, the commanding officer's statement that observation and/or treatment is expected to be prolonged, as prescribed in subpar. 1, is not required. Upon transfer to another hospital for observation and/or treatment, and when HHG were not transported incident to the initial transfer, subpar. 2 applies.

4. Transportation to Another Location. Upon transfer to a hospital, a member is entitled to HHG transportation to any place in CONUS; cost may not exceed the cost of transporting the HHG to the hospital. When HHG transportation is from OCONUS, the entitlement to CONUS transportation is limited to the cost of transportation to the hospital from the port through which transportation was made. For overland transportation from Canada and Mexico, the entitlement is limited to the cost of HHG transportation via the carrier and route ordinarily used for similar shipments from the place of origin to the CONUS hospital.

5. Completion of Hospitalization. A member, released from observation and/or treatment and restored to duty, separated from the Service, relieved

from active duty, placed on the TDRL, or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is entitled to HHG transportation from the last or any prior PDS or place where HHG were last transported at Government expense, or any combination thereof, to a destination otherwise authorized in this Part. HHG previously transported incident to hospitalization may be transported from the place where located; cost may not exceed the cost from the hospital to the authorized destination.

G. Ordered from PDS to Await Orders, Detail, Assignment, or Separation

1. Ordered from CONUS PDS. A member, ordered from a CONUS PDS, may place HHG into NTS. Upon receipt of orders assigning the new PDS, HHG transportation from NTS is authorized from storage and/or the previous PDS to the new PDS.

2. Ordered from OCONUS PDS. When a member is ordered to CONUS from an OCONUS PDS, HHG transportation may be from the PDS to the place in CONUS to which ordered to report. HHG transportation is permitted even though the place to which ordered to report may not be the new PDS, which is unknown. If orders to the new PDS are not available when HHG arrive at the place to which transported, the HHG may be placed in NTS. Upon receipt of the orders naming the new PDS, the same HHG may be transported to that PDS. In these circumstances, the orders involving detachment from the OCONUS PDS and the orders naming the new PDS are one PCS order. However, if the member takes physical possession of the HHG, the Government shall not transport the HHG (see par. U5318).

3. Ordered from OCONUS PDS to the United States or to a Nonforeign OCONUS Area for Separation Processing with HOS Authorized. When a member is ordered from an OCONUS PDS to a CONUS or nonforeign OCONUS area for separation processing with HOS authorized under par. U5365-A, HHG may be:

- a. transported from the PDS to the place to which ordered to report, and/or
- b. placed in NTS.

These HHG later may be transported under par. U5365-A. If the member takes possession of the HHG at the processing station, transportation of those HHG to the HOS is authorized. However, the

PART F: TRANSPORTATION OF MOBILE HOMES**U5500 GENERAL**

This Part prescribes mobile home allowances and transportation entitlements for members ordered to make a PCS move. It also covers mobile home transportation under unusual or emergency circumstances, such as return of dependents from OCONUS in advance of the member's PCS. A member ordered on a PCS or the dependent of a deceased member entitled to HHG transportation at Government expense, is entitled to temporary storage (par. U5555) and transportation allowances (par. U5510-A and U5510-B1) for a mobile home from the old PDS to the new PDS (when both are located in CONUS or Alaska, or one is located in CONUS and the other in Alaska) or between other points authorized in this Part. Except as provided in par. U5505-B, U5515-G, and U5540-A, mobile home transportation allowances are in lieu of unaccompanied baggage and HHG transportation and are only authorized within CONUS, within Alaska, and between CONUS and Alaska. When PCS orders direct TDY en route, shipment of the temporary change-of-station weight allowance under Chapter 4, Part G, is authorized as well as mobile home allowances. The Service concerned shall prescribe the necessary regulations governing the preparation of vouchers and supporting documents.

U5502 CONDITIONS FOR ELIGIBILITY

Mobile home allowances are authorized provided all of the following conditions exist:

1. the mobile home is acquired on or before the effective date of the member's orders;
2. the mobile home is intended for use as a residence by the member or member's dependents;
3. the mobile home body and chassis, including tires and tubes, have been placed in fit condition at the member's expense and to the Government's satisfaction to withstand the rigors of transport under par. U5510; (See par. U5505-E for those costs of preparing the mobile home body and chassis which are reimbursable or which may be made at Government expense.);
4. the member is ordered on a PCS between places discussed in par. U5505, or mobile home transportation is authorized under par. U5540 or U5545; and
5. the member would be otherwise entitled to transport HHG at Government expense.

U5505 BASIC ENTITLEMENTS

A. Definition. Transportation entitlements ("transport") in this Part include packing, pickup, line-haul or drayage, delivery and unpacking.

B. Between PDSs Within CONUS, Within Alaska, and Between a PDS in CONUS and a PDS in Alaska. A member entitled to mobile home allowances is entitled to mobile home transportation from the old PDS to the new PDS. The cost of this transportation is limited to the total cost to the Government to transport the member's PCS weight allowance between the same points. When husband and wife are members and each is entitled to a mobile home allowance, their prescribed PCS weight allowances may be combined for the purpose of determining the maximum amount the Government may pay for the mobile home move for the transfer of both members under PCS orders between points at which they both maintain a residence in the mobile home.

★ C. Between a CONUS or Alaska PDS and a PDS Neither in CONUS nor Alaska

1. General. A member, or the member's dependent (in the case of the member's death), is entitled to mobile home allowances:
 - a. within CONUS or Alaska,
 - b. between CONUS and Alaska, or

- c. from the old CONUS or Alaska PDS to a border crossing point/appropriate port, or
- d. from a border crossing point/appropriate port to a new CONUS or Alaska PDS.

NOTE: *Appropriate port is a port within CONUS or Alaska ordinarily used when a member transports a mobile home at personal expense between a port in CONUS or Alaska and a PDS neither in CONUS nor Alaska. Border crossing point is a crossing point between CONUS or Alaska and Canada or Mexico ordinarily used for movement of a mobile home.*

2. Allowable Costs. In addition to the mobile home allowances authorized in this subparagraph, the member also may transport HHG at Government expense from the old to the new PDS. However, the total amount the Government pays for mobile home transportation to/from a border crossing point/appropriate port and for transportation of the member's HHG between the old and new PDS may not exceed the Government's cost to transport the member's PCS weight allowance from the old to new PDS. (See example in subpar. 8.)

3. Member Married to Member. When both husband and wife are members, their prescribed PCS HHG weight allowances may be combined for determining the maximum amount the Government may pay to move their mobile home when each member is:

- a. entitled to a mobile home allowance, and
- b. authorized movement of a mobile home on PCS orders.

4. Single Member/Concurrent Travel Performed. A member:

- a. without dependents, or
- b. whose dependents travel concurrently to the new PDS which is neither in CONUS nor Alaska,

is entitled to mobile home transportation to a selected point as in subpar. 5 below.

NOTE: *Selected point is a location within CONUS or Alaska where the mobile home is kept while a member and dependents (or single member) is at an OCONUS PDS or in Hawaii.*

5. Dependents Travel to Designated Place/Selected Point in CONUS or Alaska. When, incident to a PCS from a PDS within either CONUS or Alaska to a PDS which is neither in CONUS nor Alaska, and member's dependent(s):

- a. travel to a designated place in either CONUS or Alaska, or
- b. choose to establish a residence in a mobile home at a selected point in either CONUS or Alaska even though concurrent travel to the member's new PDS is authorized,

the member is entitled to mobile home transportation and shipment of HHG removed from the mobile home (see par. U5515-G) to the designated place or selected point. The member also may transport unaccompanied baggage and HHG to the new PDS. The Government's cost to transport the mobile home, any HHG removed from the mobile home (see par. U5515-G) and unaccompanied baggage and HHG to the new PDS for the member's use shall not exceed the Government's cost to transport the member's PCS weight allowance between the old and new PDS. (See example in subpar. 8.)

6. Dependents Travel from Designated Place in CONUS or Alaska. When dependents are authorized travel to/from the designated place in either CONUS or Alaska to the member's new PDS (which is neither in CONUS nor Alaska), the member is entitled to mobile home transportation from the designated place to the border

crossing point/appropriate port. In addition to mobile home transportation to the border crossing/appropriate port, the member also may transport HHG (including packing, pickup, line-haul or drayage, delivery and unpacking) from the designated place to the new PDS. The Government's cost to transport the mobile home, any HHG removed from the mobile home (see par. U5515-G) and unaccompanied baggage and HHG to the new PDS for the member's use shall not exceed the Government's cost to transport the member's PCS weight allowance between the old and new PDS. (See example in subpar. 8.)

7. Return from PDS Neither in CONUS Nor Alaska. A member is entitled to mobile home transportation:

- a. within CONUS or Alaska and,
- b. between CONUS and Alaska from the designated place in CONUS or Alaska, or
- c. the selected point in CONUS or Alaska to the new PDS.

The Government's cost to transport the mobile home, any HHG removed from the mobile home (see par. U5515-G) and unaccompanied baggage and HHG to the new PDS for the member's use shall not exceed the Government's cost to transport the member's PCS weight allowance between the old and new PDS. (See example in subpar. 8.)

8. Example. Incident to a transfer from a PDS in California to a PDS in Germany, a member is entitled to transportation of 12,000 pounds of HHG. The member transports a mobile home and 1,000 pounds of HHG (using par. U5515-G) from the old PDS to Cleveland, Ohio, and 4,000 pounds of HHG to the new PDS in Germany. The amount that the Government pays for transporting the mobile home and the 1,000 pounds of HHG to Cleveland and the 4,000 pounds of HHG to Germany may not exceed the cost to the Government for transporting the member's PCS HHG weight allowance of 12,000 pounds from the old PDS in California to the new PDS in Germany.

D. Upon Separation from Service, Relief from Active Duty, Placement on Temporary Disability Retired List (TDRL), or Retirement. To be entitled to the mobile home allowances, the mobile home must be turned over to a transportation officer for shipment within the time limits specified in par. U5360-G, U5365-A, or U5372-B3.

E. Allowable Costs. When a mobile dwelling is transported by Government-procured transportation under par. U5510-A or transported at personal expense by the member who is reimbursed for actual transportation costs under par. U5510-B, allowable costs are limited to the following:

1. the carrier's charges for actual mobile home transportation not to exceed charges published in mobile home carrier tariffs approved by the Interstate Commerce Commission, or a similar state regulatory body, applicable for a mobile home of the size and type and for the distance transported;
2. ferry fares; bridge, road, and tunnel tolls; taxes; charges or fees fixed by a state or municipal authority for permits to transport mobile homes in or through its jurisdiction; and the carrier's service charges for obtaining these permits;
3. charges for a pilot (flag) car or escort services, if required by state law;
4. temporary storage costs (see par. U5555);
5. fuel and oil;
6. parking or dockage fees en route;
7. expando charges;
8. charges for anti-sway devices;
9. rental and transportation of extra axles with wheels and tires when required;

10. over-dimension charges and permits;
11. installation and removal of temporary lights;
12. labor costs for blocking and unblocking (including anchoring/unanchoring) at origin and destination;
13. labor costs associated with repair and replacement of tubes and tires;
14. wrecker service when certified necessary by the responsible transportation officer;
15. circuitous routing when required;
16. packing and unpacking of HHG associated with the mobile home;
17. disconnecting and connecting utilities;
18. labor cost for removal and installation of skirting;
19. cost of separating, preparing, and sealing each section for movement and reassembling the two halves of a double-wide mobile home;
20. other costs not prohibited in subpar. F as determined necessary by the transportation officer; and
21. other special services as determined necessary by the transportation officer.

Items 5 and 6 apply only when the mobile home is transported by the member or dependents.

PART I: POV STORAGE WHEN POV TRANSPORTATION TO PDS/TDY IS NOT AUTHORIZED

★ U5800 GENERAL

Storage of a POV is in lieu of shipping a POV. This Part prescribes POV storage entitlements for members ordered to a foreign OCONUS PDS to which a POV is not permitted to be transported, or sent TDY on a contingency operation, for more than 30 days. It also covers allowances associated with:

1. travel to and from designated storage facilities,
2. preparation of POV for storage,
3. actual storage costs,
4. preparation of POV for removal from storage, and
5. costs associated with delivery to the next authorized destination (see par. U5410).

This Part does not allow for storage of more than one POV, or storage of a POV instead of authorized transportation. Storage and/or transportation of additional POVs shall be at the member's expense.

NOTE: See Appendix A for definition of a contingency operation.

U5805 ELIGIBILITY

NOTE: Members with a TDY start date or an effective date of PCS orders of 1 April 1997 and later are eligible for this entitlement.

A. Members. A member is entitled to have one POV stored at a storage facility if:

1. the member is ordered to make a PCS to a foreign OCONUS PDS; and
 - a. the laws, regulations, or other restrictions imposed by the foreign country or the United States preclude shipment or entry of a motor vehicle at Government expense into that foreign country; or
 - b. the vehicle would require modification (other than normal maintenance servicing) as a condition to entry into the foreign country; or
2. the member is sent TDY for more than 30 days to a contingency operation.

B. Storage. The Secretary concerned may have the POV storage facilities designated.

1. Government-procured Storage Available. A Service may elect to store an eligible member's POV. If a Service elects to store an eligible member's POV, the member may still personally arrange storage at a commercial storage facility. A member who personally arranges for storage at a facility other than the designated facility is entitled to reimbursement of the actual storage cost, not to exceed the Government's constructed storage cost.
2. Government-procured Storage Not Available. When Government-procured storage is not available, or has not been designated, or the eligible member is instructed by the shipping/transportation officer to store the POV at personal expense, the member may arrange to store the POV at a commercial storage facility. The member is entitled to reimbursement of the actual storage costs.

U5810 REIMBURSEMENT FOR TRANSPORTATION TO/FROM A STORAGE FACILITY

A. General. A Service may elect to transport the POV to its storage location. If a Service elects not to transport the POV, the member may personally arrange for its transportation or drive it to the selected storage facility. If a Service elects to transport the POV, the member may still elect to personally arrange POV transportation – member's option.

1. Government-procured Transportation to Storage Facility Available

a. The member is reimbursed the automobile mileage rate for the round trip distance for driving the POV to the VPC or other point designated for turnover for transportation to storage.

b. When Government-procured transportation to a storage facility is available but the member elects to personally arrange for POV delivery to a storage facility, the member is entitled to reimbursement of the actual transportation cost not to exceed the Government's constructed transportation cost. If the POV is driven, the member may be reimbursed the automobile mileage rate for the round trip distance not to exceed the Government's constructed transportation cost.

2. Government-procured Transportation to Storage Facility Not Available. When Government-procured transportation to storage is not available, or the member is instructed by the shipping/transportation officer to transport the POV at personal expense, the member is entitled to reimbursement of the actual transportation cost or to automobile mileage for round trip distance if the POV is driven, as appropriate.

Travel time computed under par. U5160 is allowed for the round trips to deliver and pick-up a POV under this subparagraph

B. Delivery/Pick-Up of a POV

1. The Service concerned may elect to transport an eligible member's POV to and/or from the storage facility.
2. If the POV is not transported, the eligible member is entitled to round-trip transportation payment at the automobile mileage rate (see Appendix A) per mile between the PDS and the designated storage facility.
3. A roundtrip is authorized to:
 - a. deliver the POV to the storage facility, and
 - b. pick-up the POV from the storage facility.
4. These roundtrips are available only if POV delivery and/or pickup:
 - a. is not concurrent with PCS travel, or
 - b. is in connection with TDY on a contingency operation.

NOTE: For this Part, a Reserve Component member's PLEAD is the PDS.

C. Delivery of a POV Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved

1. Delivery - Travel to Passenger Port Via Storage Facility. When a member and/or dependent(s) delivers the POV from the old PDS to the designated storage facility, and then travels to the passenger port facility, the member is authorized:
 - a. MALT at the applicable rate per mile (see par. U5105-B1 and/or U5205-A1) for the official distance from the old PDS to the designated storage facility; and

- b. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1 and/or U5205-A1) for direct travel from the designated storage facility to the passenger port of embarkation. The reimbursement for transportation from the designated storage facility to the passenger port of embarkation shall not exceed the cost for direct travel from the old PDS to the passenger port of embarkation.

In addition, members receive a flat per diem rate of \$50, and per diem for travel of dependents (see par. U5210). The flat per diem allowance is computed for a period not to exceed the allowable travel time for travel from the old PDS to the designated passenger port of embarkation.

2. Delivery - Travel to Storage Facility Via Passenger Port. An eligible member, who travels from the old PDS to the passenger POE, then to the designated storage facility, and then returns to the passenger port, is paid PCS allowances from the old PDS to the passenger port, plus the automobile mileage rate (see Appendix A) for the official one-way distance from the passenger port to the designated storage facility. Reimbursement for travel back to the passenger POE is not authorized.

D. Pick-Up of a POV Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved. When a member and/or dependent(s) travels from the passenger port of debarkation to the designated storage facility concurrent with PCS travel to the new PDS, the member is authorized:

1. MALT (see par. U5105-B1 and/or U5205-A1) for the official distance from the designated storage facility to the new PDS; and
2. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1 and/or U5205-A1) for direct travel from the passenger port of debarkation to the designated storage facility. The reimbursement for transportation from the passenger port of debarkation to the designated storage facility shall not exceed the cost for direct travel from the passenger port of debarkation to the new PDS.

In addition, members receive a flat per diem rate of \$50, and a per diem for travel of dependents (see par. U5210). The flat per diem allowance is computed for a period not to exceed the allowable travel time for travel from the passenger port of debarkation to the new PDS (see par. U5160-F).

E. POV Delivery/Pick-Up to/from a Designated Storage Facility Accomplished Concurrently with TDY En Route

1. Delivery of a POV to a Designated Storage Facility in Connection with TDY En Route. A member who delivers a POV to a designated storage facility in connection with a foreign OCONUS PCS with TDY en route, is authorized:
 - a. MALT of \$0.15 per mile for the official distance from the old PDS to the TDY station(s) en route plus a per diem (see par. U5105-B2);
 - b. a MALT of \$0.15 per mile for travel for the official distance from the TDY station to the designated storage facility; and
 - c. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1 and/or U5205-A1) for direct travel from the designated storage facility to the passenger port of embarkation. The reimbursement for transportation from the designated storage facility to the passenger port of embarkation shall not exceed the cost for travel from the TDY station to the passenger port of embarkation.

In addition, members receive a flat per diem for the allowable travel time (see par. U5160-F) from the TDY station to the passenger port of embarkation.

NOTE: When a dependent(s) accompanies the member and/or delivers the POV to the designated storage facility, the travel and transportation allowances for the dependent(s) are computed using par. U4605.

2. Pick-Up of a POV in Connection with TDY En Route. A member who picks up a POV from a designated storage facility in connection with PCS travel to an en route TDY station, is authorized:

- a. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1 and/or U5205-A1) for direct travel from the passenger port of debarkation to the designated storage facility;
- b. a MALT of \$0.15 per mile for the member's travel for the official distance from the designated storage facility to the TDY station; and
- c. a MALT of \$0.15 per mile for travel for the official distance from the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

The total reimbursement for items a and b shall not exceed the cost for travel from the passenger port of debarkation to the TDY station. In addition, members receive a flat per diem for the travel in items a and b for the allowable travel time (see par. U5160-F) from the passenger port of debarkation to the TDY station.

NOTE: When a dependent(s) accompanies the member and/or picks up a POV from the designated storage facility, the travel and transportation allowances for the dependent(s) are computed using par. U4605.

U5815 STORAGE FACILITIES

A. Designated Storage Facilities. The Services, through the Secretarial Process, may designate storage facilities (see par. U5805).

B. Personally Procured POV Storage. An eligible member may be reimbursed for storing one POV at a commercial facility (see par. U5805). Commercial facilities include facilities at which anyone may store a POV (i.e., not limited to the particular member or service members in general.) A member who stores a POV at a non-commercial facility shall not be reimbursed for the costs associated with the vehicle's storage or transportation to/from storage. (For example, storage in a private residence garage or on a private lot does not constitute storage at a commercial facility.)

U5820 FACTORS AFFECTING STORAGE OF POV

A. Orders Amended, Modified, Canceled or Revoked. A POV stored or shipped after receipt of PCS orders may be removed and shipped or transshipped to the proper destination, including the old or current PDS, at Government expense, if PCS orders are later amended, modified, canceled, or revoked. If less than 12 months remain on the OCONUS tour, the POV may not be removed from storage for shipment. The same exceptions in par. U5317 apply.

B. Storage Before Orders Issued. Storage of a POV is permitted before PCS orders are issued to an eligible member, provided the request is supported by a written statement:

1. from the PCS order-issuing official or the designated representative that the member was advised before such orders were issued that they would be issued,
2. signed by the applicant agreeing to remit the entire cost of storage if PCS orders to authorize storage are not issued later,
3. signed by the applicant agreeing to pay any additional costs for transshipment of the POV to another storage facility required because the new PDS named in the orders is different than that named in the statement required in item 1.

The length of time before PCS orders are issued, during which a member may be advised that the PCS orders shall be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date the orders are actually issued. General information furnished to the member concerning the issuance of PCS orders before the determination is made to actually issue the orders (such as time of eventual release from active duty, time of expiration of term of service, date of eligibility for retirement, date of expected rotation from foreign OCONUS duty, etc.) may not be considered as advice that the orders shall be issued (52 Comp. Gen. 769 (1973)).

U5825 EXCESS COST COLLECTION

Excess storage costs, incurred by the Government due to the member's negligence or choice, must be collected (see par. U1010-B8).

U5830 CONTINUED POV STORAGE AFTER ENTITLEMENT ENDS

A POV may remain in storage, at Government expense, for 90 days after return from a foreign OCONUS PDS or TDY on a contingency operation. Storage charges accrued after the 90 days are at the member's expense, unless additional storage is authorized/approved by the Secretarial Process.

U5835 CARE AND STORAGE

The Government's responsibility begins when the POV is accepted for storage and continues until the POV is delivered to the member.

PART J: REST AND RECUPERATION (R&R) LEAVE AND SPECIAL REST AND RECUPERATIVE (SR&R) ABSENCE TRANSPORTATION

<u>Paragraph</u>	<u>Contents</u>
U7300	Funded Rest and Recuperative (R&R) Leave Transportation A. Policy B. Eligibility C. R&R Locations/Destinations D. Transportation
U7305	Transportation for SR&R Absence A. Entitlement B. Eligible Members C. Authorized Transportation

PART K: TRAVEL AND TRANSPORTATION

<u>Paragraph</u>	<u>Contents</u>
U7325	Travel and Transportation to Receive Non-Federally Sponsored Honor Awards
U7326	Allowable Expenses
U7327	Travel and Transportation for an Individual to Accompany a Member
U7328	Reimbursement

PART L: MEMBERS ON DUTY WITH ANOTHER DEPARTMENT OR AGENCY

<u>Paragraph</u>	<u>Contents</u>
U7350	General

PART M: MEMBERS WHOSE ENLISTMENT IS VOIDED

<u>Paragraph</u>	<u>Contents</u>
U7375	General
U7376	Implementing Regulations

PART N: ABSENTEE, STRAGGLER OR OTHER MEMBERS WITHOUT FUNDS

<u>Paragraph</u>	<u>Contents</u>
U7400	Prior Orders A. General B. Transportation and/or Meal Tickets Previously Furnished
U7401	No Prior Orders, or Deserter With or Without Prior Orders

**PART O: MEMBER TRAVEL AND TRANSPORTATION INCIDENT TO
DISCIPLINARY ACTION AND TRAVEL OF PRISONERS AND THEIR GUARDS**

<u>Paragraph</u>	<u>Contents</u>
U7450	Disciplinary Action A. Transportation B. Meals
U7451	Prisoners and Guards A. Travel and Transportation of Prisoners and Their Guards B. Paroled Prisoners C. Prisoners on "Commandant's Parole"

**PART P: TRANSPORTATION OF MEMBERS DISCHARGED FROM SERVICE
UNDER OTHER THAN HONORABLE CONDITIONS**

<u>Paragraph</u>	<u>Contents</u>
U7500	General
U7501	No Confinement Involved
U7502	Upon Parole or Release from United States Military Confinement Facility
U7503	Upon Parole or Release from an OCONUS Confinement Facility
U7504	Transportation Allowances to a Place Other Than the HOR or Place from Which Called (or Ordered) to Active Duty
U7505	Upon Parole or Release from Civil Confinement in CONUS
U7506	Convicted Personnel Awaiting Completion of Appellate Review A. Involuntary Leave B. TDY Travel C. Member Restored to Duty D. Final Separation Travel

**PART G: TRAVEL OF MEMBERS OF RESERVE COMPONENTS AND
RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY****★ U7150 TRAVEL BY MEMBERS OF RESERVE COMPONENTS****A. Active Duty With Pay****1. General**

a. Applicability. This subparagraph applies to Reserve Component members called (or ordered) to active duty for any reason with pay under orders which provide for return to home or PLEAD.

b. Travel and Transportation Allowances When Member Commutes. There is no travel and/or transportation allowances entitlement for travel between the home/PLEAD and the place of active duty when:

- (1) both are in the corporate limits of the same city or town,
- (2) the member commutes daily between home/PLEAD and the place of active duty, or
- (3) the order-issuing official/installation commander determines that both are within reasonable commuting distance of each other and that the nature of the duty involved permits commuting.

However, members commuting under items (2) and (3) are entitled to the applicable automobile or motor-cycle mileage rate, with distances calculated per par. U3505-C, for one round trip between the duty station and,

- (a) home,
- (b) place of unit assignment, or
- (c) place from which called (or ordered) to active duty.

In determinations required by item (3), areas within a reasonable commuting distance are described in par. U3500-B. Regarding item (3), AEA may be paid, if authorized by the member's commanding officer, for any day(s) the nature of the duty requires the member to remain overnight and Government quarters and/or Government mess are unavailable. For this duty, the member is entitled to AEA as computed under par. U4510 for all meals and quarters, except for the meal ordinarily procured when commuting. Payment for local travel within/around the member's place of active duty may be authorized under Chapter 3, Part F.

c. No Per Diem or AEA for Certain Periods of Active Duty. There is no entitlement to per diem or AEA under subpar. 4 for:

- (1) members performing annual training duty when both Government quarters (other than temporary lodging facilities) and a Government mess are available;
- (2) members ordered to involuntary active duty for training because of unsatisfactory participation in their reserve commitments when both Government quarters (other than temporary lodging facilities) and a government mess are available;
- (3) newly enlisted members who are undergoing processing, indoctrination, initial basic training (including follow-on technical and/or home station training), or instruction. This includes members attending courses of instruction with a break in active duty between courses of instruction and both

Government mess/quarters (other than temporary lodging facilities) are available. Per diem is payable to members who are on TDY under instruction following completion of initial technical/specialty training after basic training. The course of instruction must be designated by the Secretarial Process as a course of instruction for which per diem is authorized; or

(4) PHS officers called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COSTEP).

Reservists performing active duty for training, who are not entitled to per diem or AEA, may be reimbursed the actual cost of lodging when they occupy transient Government housing.

2. Physical Examination in Connection With Call (or Order) to Active Duty with Pay. A member, called (or ordered) to active duty with pay and required to take a physical examination before proceeding to the first duty station, is entitled to PCS allowances from the place orders are received or addressed to the place of physical examination (whichever is less) and (as directed in the orders):

- a. return, or
- b. then to the new PDS, or
- c. return and then to the new PDS.

Travel required in connection with these examinations is in accordance with subpar. 3.

3. Travel to, from, and Between Duty Stations

a. Active Duty for Less Than 20 Weeks at One Location. Members described in subpar. 1a, called (or ordered) to active duty for less than 20 weeks at one location (subpar. 4a or b) are entitled to travel and transportation allowances as for TDY under Chapters 3 and 4.

b. Active Duty for 20 or More Weeks at One Location. Members described in subpar. 4c(1), are entitled to per diem, travel and transportation allowances as for PCS (Chapter 5).

4. Per Diem or AEA While at Duty Station

a. Active Duty for Less Than 20 Weeks. Except if subpars. 1b and c apply, when the period of active duty contemplated by the orders at any location is for less than 20 weeks (except as noted in par. U2145-D), per diem or AEA, as applicable, and travel and transportation allowances are payable as provided for TDY in Chapter 4.

b. Additional Periods Beyond 20 Weeks. When, during a period of active duty of less than 20 weeks, the duty must be extended due to unforeseen circumstances and the prospective extended period is less than 20 weeks, per diem or AEA entitlement continues for the entire period. When the prospective extended period is for 20 or more weeks, no per diem or AEA is payable from the date of the order directing the additional/extended duty except as authorized in subpar. d. See par. U2146 for examples of extensions.

c. Active Duty for 20 or More Weeks

(1) General. When a member is called to active duty for 20 or more weeks, no per diem or AEA is payable at any location where the duty to be performed is for 20 or more weeks (except as noted in par. U2146), regardless of the availability of Government quarters and Government mess except as authorized in subpar. d.

1. Members. A member is eligible for FEML if stationed at an authorized FEML PDS (see Appendix S) for 24 consecutive months or more.

2. Dependents. Dependent(s) are eligible for FEML if they:

- a. are command sponsored, and
- b. reside with the member at the FEML PDS.

C. Limitation

1. Number of FEML Trips

a. The number of FEML trips eligible members/dependents may take depends on the member's tour length, as shown in the table below:

<u>Tour Length</u>	<u>Number of FEML Trips Authorized</u>
a. at least 24 months, but less than 36 months	1
(1) tour <i>extended</i> at least 12 months	1 additional
b. at least 36 months.	2
(1) tour <i>extended</i> for any length of time	0 additional

b. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.

c. Personnel taking IPCOT assignments are entitled to additional FEML trips based on the above table.

2. Time Limitation. FEML travel by members/dependents should not be performed within 6 months of the beginning or the end of the tour. Major commands are authorized, on a case-by-case basis, to waive the six-month rule when appropriate.

D. FEML Locations/Destinations. For a list of authorized FEML locations/destinations, see Appendix S.

1. FEML Location. A PDS where FEML is authorized, listed in Appendix S.

2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S.

3. Alternate Destination(s). A destination location, or multiple destination locations, (other than the authorized destination listed in Appendix S) a member selects.

4. Location Designation/Recertification

a. Designating Authorities. The following are designating authorities for FEML locations/destinations:

- (1) DoD Services: USD (P&R);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP);
- (4) U.S. Coast Guard: Commandant (G-WPM), U.S. Coast Guard.

b. Designation Requests. DoD Services forward designation requests through Unified Command channels to USD (P&R). USD (P&R) must recertify FEML location/destination designations every two years.

c. Recertification Requests. Forward recertification requests through Unified Command channels to reach USD (P&R) **before** the indicated recertification date.

E. Transportation

1. Member/Dependent. Members and dependents may travel together or independently.

2. Restrictions. A member/dependent(s) taking a FEML trip:

a. must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or

b. may use commercial air transportation if military air transportation is not reasonably available*, and

c. may not use cruise or tour packages.

**** NOTE: Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling FEML.***

3. Procurement. Commercial air transportation may be purchased by the Government or member (see par. U3120).

4. Reimbursement. Reimbursement for transportation to alternate destination(s) shall not exceed the cost of Government-procured transportation between a member's FEML PDS and the authorized destination.

5. Transportation Funded by a Host Government. If a member/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for a FEML trip.

U7210 CONVALESCENT LEAVE TRANSPORTATION

★A. Entitlement. A member, traveling for convalescent leave for illness or injury incurred while eligible for hostile fire pay under 37 U.S.C. §310, is entitled to transportation allowances for one trip:

1. from the place of medical treatment in CONUS to a place selected by the member and authorized/approved by the Secretarial Process, and

2. from the selected place to the place of original medical treatment or to a different medical treatment facility.

B. Transportation Allowances. A member performing travel under subpar. A is entitled to select:

1. transportation in kind or Government-procured transportation,

2. reimbursement for the commercial transportation cost when the member travels at personal expense, or

3. the automobile mileage rate for the official distance.

Government transportation or Government-procured transportation is furnished and used to the maximum extent practical. Reimbursement under item 2 is subject to Chapter 3, Part B, for land travel and par. U5116-D for

SAMPLE FORMAT OF AN INVITATIONAL TRAVEL ORDER

Name _____ TRAVEL ORDER NUMBER _____

Address _____

DATE APPROVED _____

You are invited to proceed from _____

in sufficient time to arrive at _____ by _____ (Date)

for the purpose of _____

for approximately _____ days. Upon completion, you shall return to the point of origin.

- ★ A Government contractor or contractor employee is not a Government employee. If you are a Government contractor or a contractor employee, or someone who does not fit the definition of "employee" in Joint Travel Regulations (JTR), Appendix A, you are not eligible for city pair air fares or any travel related item restricted to Government employees. If you are or fit the definition of a Government employee, a uniformed service member or the dependent of a Government employee or uniformed service member, you are eligible for contract city pair air fares and any travel-related item restricted to Government employees.

You are authorized to travel by: ☐ Rail ☐ Commercial Air ☐ Military Aircraft ☐ Bus
See below for travel by Privately-Owned Conveyance

You are ☐ are not ☐ eligible for contract city pair air fares.

- ☐ Transportation has been arranged by the order issuing agent.
☐ Transportation tickets are included with this order.
☐ Transportation tickets shall be provided at a later date.
- ☐ To arrange transportation call: () _____
- ☐ You may arrange your transportation. The following rules apply:

You must arrange your transportation with a travel office under contract to the U. S. Government (Commercial Travel Office (CTO)) when the contract with the CTO permits the CTO to arrange transportation for travelers who are not Government employees. If you're in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the cost to the Government on a constructive basis for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does not permit the CTO to arrange transportation for contractors/contractor employees or others who are not Government employees, reimbursement for transportation may not exceed coach class air accommodations unless otherwise permitted in JTR, par. C2204-A.

It is DoD policy that in using regularly scheduled air transportation:

- (a) accommodations selected shall be the least costly service that permits satisfactory accomplishment of the mission of the traveler, and
- (b) United States carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; otherwise reimbursement for the cost of transportation is not allowed.

☐ You are authorized to travel by privately-owned automobile as advantageous to the Government. Reimbursement shall be at the rate of \$0.31 cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel order.

☐ You are authorized to travel by privately-owned conveyance (POC) on a constructive basis. You would normally be authorized to travel by common carrier. Reimbursement shall be limited to the cost of travel by the usual mode of common carrier, including per diem.

Receipts: Ticket stubs are required to substantiate your transportation cost. Receipts are required for lodging. Receipts are required for all items of expense in an amount of \$75 or more plus any applicable tax.

☐ You shall be paid a per diem allowance to cover your expenses for lodging, meals, and incidentals. While traveling and performing the mission you shall be authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses, not to exceed the maximum amount prescribed in JTR, Appendix B or D for the locality concerned. If your costs, particularly for lodging, are more than the maximum per diem rate prescribed in JTR, Appendix B or D, then only the maximum per diem rate shall be paid. (See JTR, Chapter 4, Part L for applicable rules)

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

☐ You shall be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

☐ You shall be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning; local transportation (including usual tips) between places of lodging, duty, and place meals are taken; and other necessary expenses. You shall be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned. (See JTR, Chapter 4, Part M for applicable rules)

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

The JTR is available at <http://www.dtic.mil/perdiem/>. Address any inquiries regarding this travel order to: _____

The travel authorized herein has been determined to be in the public interest, and is chargeable to: _____

CHAPTER 9 STATION ALLOWANCES

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CHAPTER 9

STATION ALLOWANCES

PART A: DEFINITIONS

U9000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

A. Member With Dependents. In this Chapter, a member who:

1. is authorized to have dependents reside at or in the vicinity of the member's PDS outside:
 - a. the United States for OHA purposes, and
 - b. CONUS for COLA purposes,and whose dependents do so reside;

2. is joined by or who acquires dependents while serving outside:
 - a. the United States for OHA purposes, and
 - b. CONUS for COLA purposes,

provided the dependents are command-sponsored;

3. on the effective date of PCS orders had a member spouse:
 - a. who was later released from active duty, or
 - b. separated from the Service,

and remained in the vicinity of the first member's former PDS.

The requirements in item 2 do not apply to members whose PDSs are in nonforeign OCONUS areas if the dependents who join or are acquired by the member are bona fide residents of the respective nonforeign OCONUS area, or are officers or employees of the United States stationed in the nonforeign OCONUS area, as the case may be.

B. Member Without Dependents. In this Chapter, means a member:

1. who has no dependents,
2. whose dependents do not reside in the PDS vicinity,
3. who is not a "member with dependents" under subpar. A, during the remainder of a tour in which dependents join or are acquired by the member,
4. who has noncommand sponsored dependents residing in the PDS vicinity, or
5. who does not have legal custody and control of the dependents (B-131142, June 3, 1957).

C. Sharer. In this Chapter a member entitled to an OHA and residing with one or more:

1. members entitled to an OHA; and/or
2. federal civilian employees, including dependents, entitled to a living quarters allowance; and/or
3. individuals, excluding the member's dependents, who contribute money toward the payment of rent, mortgage and/or utilities.

D. Station Allowances

1. OHA authorized in Part B1,
2. COLA authorized in Part B2, and
3. TLA authorized in Part C.

E. Vicinity. In this Chapter, the country, state (when in Alaska or Hawaii), or territory or possession of the United States within which the member's PDS is located. When a member resides with the dependent(s) at, and commutes to the PDS from a place in an adjacent country, the dependents reside in the PDS vicinity. Except as provided in par. U9157-A, item 1, temporary absences of dependents from the member's residence, including temporary absences of dependent children attending school in another OCONUS location, do not affect the payment of OHA and COLA if the member maintains family-type quarters during their absence.

★ F. Government Mess and Government Quarters

1. Government Meals. In addition to Government Dining Facility/Government Mess as defined in Appendix A, Government mess, for COLA purposes, also includes a facility providing meals to Uniformed Service members, with or without charge, under agreement with the U.S. Government.
2. Government Quarters. In addition to Government Quarters as defined in Appendix A, Government Quarters include individual quarters furnished with or without charge under agreement with the U.S. Government.

G. Basic Allowance for Housing - II (BAH-II). BAH-II replaced BAQ (Effective 1 January 1998) and is paid without regard to whether housing costs exceed or are less than the applicable BAH-II rate prescribed in DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 26, Table 26-12 for Department of Defense members and Service pay regulations for members of non-DoD Services.

H. Family Separation Housing (FSH). FSH replaced FSA-I (Effective 1 January 1998) and is paid at applicable rates prescribed in DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 27 for Department of Defense members and Service pay regulations for members of non-DoD Services.

PART B2: COST OF LIVING ALLOWANCE (COLA)**U9150 COLA**

A. Purpose. COLA is authorized to assist a member in maintaining the purchasing power of the discretionary portion of spendable income incident to assignment to an OCONUS PDS. The COLA is derived by comparing the OCONUS cost-of-living with the CONUS cost-of-living. Allowances to cover official entertainment expenses are not authorized by 37 U.S.C. §405 and are not included in this Volume.

B. Allowances Payable. The COLA amount payable is shown in Appendix J. Specific instructions are in the paragraphs preceding the tables or are elsewhere in this Volume. From time to time, a special determination may be issued by the Secretary concerned and the PDTATAC Director authorizing different rates due to special circumstances. COLA rates are based on the member's PDS except as indicated in pars. U9300 and U9301 and in Chapter 6.

U9151 COLA START/STOP

A. Start. COLA entitlement generally starts on the day a member reports to a new PDS or, when dependents arrive in advance of their sponsor, as specified in par. U9157-B. COLA entitlement starts on the day after the day of reporting if, on the day of reporting, a member:

1. without dependents is entitled to a MALT PLUS or TLA; or
2. with dependents is entitled to MALT PLUS for the member and TLA for the dependents, or to TLA for both the member and dependents.

(See par. U9152 for exceptions.)

B. Stop. Unless

1. an extension is authorized under subpar. C, or
2. COLA is authorized under par. U9153,

COLA entitlement stops:

1. the day before the member departs in compliance with PCS orders,
2. on the homeport change effective date (from OCONUS) of the ship or unit to which the member is assigned, or
3. on the day the last dependent departs if the dependent departs within the 60-day period after the effective date of PCS orders or of the homeport change, as applicable.

COLA continuation at the old PDS is intended only when delayed departure of dependents is necessary for reasons beyond the member's or dependents' control (such as illness or hospitalization of the dependent(s), completion of school term, lack of acceptable housing at new PDS, difficulties related to dependent transportation, HHG shipment to the new PDS, exigencies of the Service); the member's new commanding officer or designated representative may terminate COLA payment when any further delay is determined to be unnecessary or for personal convenience.

C. Secretarial Extensions. Entitlement to COLA beyond the 60-day period authorized in subpar. B may be authorized by the Secretarial Process. For cases involving assignment from other than a dependent restricted or unaccompanied tour to a dependent restricted or unaccompanied tour when dependents remain in the vicinity of the old PDS, see par. U9301-B1.

U9152 CONCURRENT PAYMENT OF COLA AND TLA

A. General. Ordinarily, COLA is not payable when a member is receiving TLA for the member and/or the dependents.

B. COLA Paid and Not Deducted from TLA. COLA is paid and not deducted from TLA when:

1. dependents are authorized to remain at their place of residence after the member departs in accordance with par. U9151-B or C;
2. dependents preceded the member to the new PDS in accordance with subpar. U9157-B;
3. a member is required to vacate permanent quarters temporarily as envisioned by par. U9200, item 2; or
4. station allowances are authorized under par. U9301; or

C. COLA Paid But Deducted from TLA. When COLA is paid, in accordance with Service regulations while the member is entitled to TLA, then COLA is deducted from TLA as indicated in par. U9207-E, step 4 and par. U9207-I, Example 4. (***NOTE: Service regulations may only authorize concurrent payment to stabilize the member's pay.***)

U9153 COLA ENTITLEMENT INCIDENT TO PCS BETWEEN PDS IN CLOSE PROXIMITY

When a member is ordered on a PCS between PDSs located in close proximity and the member continues, at the new PDS, to commute from the residence occupied while at the old PDS, entitlement to COLA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is entitled to COLA during that period. If the COLA rate differs between the old and new PDS, the rate for the old PDS is paid through the day before the member reports to the new PDS.

U9154 COLA ENTITLEMENT FOR A MEMBER WITHOUT DEPENDENTS

A. Government Mess Availability

★ ***NOTE: For COLA purposes - If the member purchases meals, or receives meals at no cost at a Government mess (see par. U9000-F and Appendix A), then mess is available. Payment of BAS is independent of the reality of the Government mess being available.***

1. Member With Government Quarters and Government Mess Available. A member who has Government quarters available at the PDS (including a vessel) and a Government mess available, is entitled to COLA at 47 percent (rounded to the closest penny) of the rate computed as indicated in Appendix J for a member with 0 dependents. A member who does not use available Government quarters and/or Government mess because of the presence of noncommand sponsored dependents is entitled to COLA under this subparagraph. See par. U9156.
2. Member with Government Quarters Available but Without Government Mess Available. A member who has Government quarters but who does not have a Government mess available for 3 meals a day at the PDS is entitled to COLA at the rate specified in Appendix J, Table II in the 0 dependent column.
3. Member With Government Quarters Available but for Whom Use of a Government Mess is Impractical. A member who has Government quarters available, but whose commanding officer, or designee, furnishes a statement that Government mess use is impractical, is entitled to the COLA computed as indicated in Appendix J for a member with 0 dependents. See par. U9156.

4. Member Authorized to Occupy Other Than Government Quarters. A member in grade E-7 or higher *who has no dependents* occupying other than Government quarters is entitled to the COLA computed as indicated in Appendix J for a member with 0 dependents.

5. Member Who Has No Dependents and is Assigned to a Ship. A member above the grade of E-5 (see NOTE) who:

- a. has no dependents,
- b. is assigned to permanent duty aboard a ship,
- c. elects not to occupy assigned shipboard quarters, and
- d. occupies non-Government quarters ashore,

is entitled to COLA computed as indicated in Appendix J for a member with 0 dependents.

NOTE: A member in the grade of E-5 who meets the criteria in a, b, and d above and who is authorized BAH-II also is entitled to the COLA above.

6. Member Without Dependents Elects Not to Occupy Inadequate Government Quarters. A member above the grade of E-5 who:

- a. has no dependents,
- b. is assigned to inadequate quarters of the United States, or of a housing facility under the jurisdiction of a uniformed service, and
- c. elects not to occupy the quarters or facility,

is entitled to COLA computed as indicated in Appendix J for a member with 0 dependents.

7. Enlisted Member Authorized to Mess Separately. An enlisted member for whom Government quarters are not available and who is authorized to mess separately, is entitled to the COLA computed as indicated in Appendix J for a member with 0 dependents

8. Member Married to Member--Joint Residence. A member, who is authorized to mess separately and who maintains a joint residence with the spouse who also is a member, is entitled to the COLA computed as indicated in Appendix J for a member with 0 dependents. See also par. U9303.

9. Member in Confinement. Except as indicated in par. U9157-A, item 5, a member is not entitled to COLA while in a confinement status as a result of disciplinary action.

10. Both Spouses Below Grade E-6 Assigned to Sea Duty. *Effective 1 July 1997* the senior spouse of a dual military couple (both below grade E-6) is entitled to COLA specified in Appendix J, Table II in the 0 dependent column if the spouses:

- a. have no dependents,
- b. are assigned to permanent duty aboard ship(s),
- c. elects not to occupy assigned shipboard quarters, and
- d. occupy non-Government quarters ashore.

NOTE: *This does not apply if either or both members are entitled to COLA under subpar. A5 above.*

B. Leave Periods. COLA continues during any period not in excess of 30 consecutive days the member is on leave inside CONUS. COLA continues during the entire period the member is on leave OCONUS. COLA payments may be made for leave periods only if the member was paid COLA immediately before:

1. entering a leave status, or
2. hospitalization if the member was hospitalized immediately before beginning leave.

C. Underway Periods and TDY Assignment to Ships and Afloat Units. A member, whose PDS is a ship or afloat unit and who is entitled to the COLA specified in Appendix J, Table II in the 0 dependent column, shall have the COLA reduced to the rate under subpar. A1 above beginning the day the ship or afloat unit begins an anticipated deployment in excess of 30 days. If an anticipated deployment period of 30 days or less actually exceeds 30 days, the COLA shall be adjusted as of the deployment date. If an anticipated deployment of more than 30 days is reduced to less than 30 days, the reduction in COLA shall be restored for the deployment period. The COLA of a member assigned TDY to a ship or unit is not changed because of the assignment or in connection with any deployment.

U9155 NONCOMMAND SPONSORED DEPENDENTS IN VICINITY OF PDS

A member, who on the effective date of PCS orders directing a transfer to an OCONUS PDS:

1. is entitled to dependent transportation;
2. is ordered to a PDS at which an accompanied-by-dependents tour may be elected; and
3. elects to serve an unaccompanied tour but is accompanied or joined by dependents;

is not entitled to a COLA (except when entitled under par. U9154-A1), when available Government mess is not used. If the member changes the election and agrees to serve the accompanied tour, par. U9157 applies from the date dependents are command-sponsored.

U9156 FRACTIONAL COLA FOR A MEMBER WITHOUT DEPENDENTS

A member without dependents,

1. on duty at a PDS where a Government mess is available, and
2. whose duty, as distinguished from a travel status, requires the member's absence from the PDS (including a ship or other fleet unit having an assigned homeport outside CONUS) during one or more meals,

is entitled to a pro rata share of the member without dependents COLA for each meal not furnished in a Government mess in addition to the COLA authorized in subpar. U9154-B, item 1. Payment of this allowance shall be supported by a statement of the commanding officer, or an officer designated by the commanding officer for that purpose. The amount payable is obtained by applying the percentages indicated in the following table to the daily COLA rates computed in accordance with Appendix J for the PDS, or in the case of a member assigned to a ship or other fleet unit having an assigned OCONUS homeport, the COLA set for the place where the meals are taken.

<u>Meal Involved</u>	<u>Applicable Percentage</u>
Morning	10%
Noon	20%
Evening	20%

U9157 COLA FOR MEMBER WITH DEPENDENTS

A. General. A member with dependents is entitled to COLA (see par. U9303 for entitlement for member married to member couples) regardless of Government mess availability at the PDS (including vessel), except:

1. for any day in excess of 30 consecutive calendar days that a member accompanied by dependents is on leave in CONUS;
2. when one or more of the dependents depart the PDS vicinity and return to CONUS for a temporary period, the entitlement for any day in excess of 30 consecutive calendar days that the dependents are in CONUS is reduced to the rate specified in Appendix J, Table II, for the number of dependents remaining;
3. when all of the dependents return to CONUS for a temporary period in excess of 30 consecutive calendar days, the entitlement beginning on the 31st day that the dependents are in CONUS is as provided in par. U9154;
4. for any period during which a Government mess has been declared available (whether or not used) for both the member and dependents for all meals due to unusual or emergency circumstances rendering the preparation of meals at home or the procurement of food in commercial establishments impractical;
5. when in a confinement status as a result of disciplinary action. In this case the member is entitled to a COLA for dependents only at the rate specified in Appendix J, Table II, for the number of dependents who continue to reside in the PDS vicinity; or
6. when one or more dependents depart the PDS vicinity and return to CONUS to attend school, the entitlement is reduced as of the day following the day of departure to the rate specified in Appendix J, Table II, for the number of dependents remaining.

B. Dependents Arrive Before Member

1. General. When dependents arrive at or in the OCONUS PDS vicinity in advance of a member, COLA entitlement begins as indicated in subpars. 2 and 3.
2. Old PDS OCONUS. Entitlement begins on the day one or more dependents arrive, except that COLA is not paid for any day before the date PCS orders are issued. When:
 - a. a member is currently assigned to a ship or other fleet unit with an announced homeport change, or
 - b. when a member is in receipt of PCS orders to a ship or another fleet unit with an announced homeport change, and
 - c. dependents are authorized travel to the new homeport,

the new homeport is the member's PDS for COLA purposes effective on the dependent's arrival date (65 Comp. Gen. 888 (1986)).

3. Old PDS in CONUS. Except as provided in par. U9301-D, entitlement begins on the day dependents arrive if on or after the effective date of the PCS orders, or the date the member departs CONUS, whichever is later. In case a vessel having an OCONUS homeport is at a CONUS port on the date the member reports for duty, the reporting date shall be considered to be the day of departure from CONUS. When:
 - a. a member is currently assigned to a ship or other fleet unit with an announced homeport change, or

- b. when a member is in receipt of PCS orders to a ship or another fleet unit with an announced homeport change, and
- c. the dependents are authorized travel to the new homeport,

the new homeport is the member's PDS for COLA purposes effective on the dependents' arrival date (65 Comp. Gen. 888 (1986)).

4. COLA When the PCS Orders Are Changed While the Member is En Route. When orders amending original orders direct assignment to a different PDS are received before a member joins dependents, COLA entitlement for the initial location terminates the day the dependents depart for the new PDS. COLA entitlement for the initial location cannot extend beyond 60 days after the effective date of the new orders unless specifically extended by the Secretarial Process. COLA at the rate set for a member with dependents at the new PDS begins on the day dependents arrive there.

U9158 GEOGRAPHIC COLA LOCATIONS

The PDS geographic location governs the COLA index payable unless otherwise specified. Geographic locations are determined as outlined in Appendix J, Part I, par. A. For specific COLA indexes, follow the instructions in Appendix J to access COLA Tables on the PDTATAC website at: <http://www.dtic.mil/perdiem>.

U9159 SUBMISSION OF COLA REPORTS

For submission of COLA reports, see Appendix M.

U9160 STATION ALLOWANCES FOR MEMBERS OF THE RESERVES

See par. U7150-H regarding station allowances application to members of the reserves called or ordered to active duty, or active duty for training.

3. usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

NOTE 1: Unaccompanied baggage in connection with permanent duty and COT/IPCOT travel may consist of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in unaccompanied baggage.

NOTE 2: In connection with an extended TDY assignment, unaccompanied baggage is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.

BLANKET TRAVEL ORDER. (Also called *Repeat Travel Order, Unlimited Open Travel Order, or Limited Open Travel Order.*) An order issued to a traveler who regularly and frequently makes trips away from the PDS within certain geographical limits for a specific time period in performance of regularly assigned duties. (Also see *Travel Orders.*)

CALENDAR DAY. The 24 hour period from one midnight to the next midnight. (***NOTE:*** *The calendar day technically begins one second after midnight (reflects as 0001) and ends at midnight (2400).*)

CERTIFICATED AIR CARRIER. See U.S. Flag Air Carrier.

CIRCUITOUS TRAVEL. Travel by a route other than the one that normally would be prescribed by a transportation officer between the places involved.

COMMAND, SPECIFIED. A command with a broad and continuing mission (normally functional). Usually composed of forces from a single military department, established by the President, through the Secretary of Defense with advice from the Chairman, Joint Chiefs of Staff.

COMMAND, UNIFIED. A command with a broad and continuing mission under a single commander, composed of significant assigned components of two or more Military Departments, and established by the President, through the Secretary of Defense with advice from the Chairman, Joint Chiefs of Staff.

COMMANDANT'S PAROLE. The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary concerned has approved and whose court-martial sentence has not been ordered executed because appellate review of the case has not been completed. (***NOTE:*** *The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.*)

COMMAND SPONSORED DEPENDENT. See ***DEPENDENT, COMMAND SPONSORED.***

COMMERCIAL TRANSPORTER. A transporter operating under the Interstate Commerce Commission Termination Act of 1995 (Public Law 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

COMMERCIAL TRAVEL OFFICE (CTO). A commercial activity providing a full range of commercial travel and ticketing services under a contract and/or memorandum of understanding with the Government.

COMMON CARRIER. Private-sector supplier of air, rail, bus, or ship transportation.

CONFERENCE. A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR 410.404.

CONSECUTIVE OVERSEAS TOUR (COT). (Also see ***IN PLACE CONSECUTIVE OVERSEAS TOUR.***) The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS.

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia.

CONTINGENCY OPERATION. A military operation that:

1. is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
2. results in the call or order to, or retention on, active duty of members of the uniformed services under 10 U.S.C. §688, §12301(a), §12302, §12304, §12305, or §12406; Chapter 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

CONTRACT CARRIERS. U.S. certificated air carriers that are under contract with the Government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD)

The DoD standard source for worldwide distance information based on city to city distance (not zip code to zip code) replacing all other sources used for computing distance (except airplanes). For more information refer to the DTOD website at <http://www.dtod.com>.

★ **DEPARTMENT OF DEFENSE (DOD) COMPONENTS.** The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff), American Forces Information Service, Ballistic Missile Defense Organization, Defense Advanced Research Projects Agency, Defense Commissary Agency, Defense Contract Audit Agency, Defense Finance and Accounting Service, Defense Information Systems Agency, Defense Intelligence Agency, Defense Legal Services Agency, Defense Logistics Agency, Defense Prisoner of War/Missing Personnel Office, Defense Security Cooperation Agency, Defense Security Service, Defense Threat Reduction Agency, Department of Defense Education Activity, Department of Defense Human Resources Activity, Department of Defense Inspector General, the Department of the Army, the Department of the Air Force, the Department of the Navy (including the Marine Corps), National Imagery & Mapping Agency, National Security Agency/Central Security Service, Office of Economic Adjustments, TRICARE Management Activity, Uniformed Services University of the Health Sciences, United States Court of Appeals for the Armed Forces, and Washington Headquarters Services.

DEPENDENT. Except for transportation to obtain OCONUS medical care (JFTR, par. U5240-G1), any of the following individuals: (*See NOTES.*)

1. a member's spouse;
2. a member's unmarried child under 21 years of age (including an infant born after the effective date of PCS orders when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor or for other official reason(s) such as awaiting completion of the school year by other children in the family);
3. a member's unmarried stepchild under 21 years of age (including an illegitimate child of the member's spouse, B-177061/B-177129, December 13, 1974) (*NOTE: A stepchild is excluded as a dependent after divorce of the member from the stepchild's parent by blood*);
4. a member's unmarried adopted child under 21 years of age (including a child placed in the home of the member by a placement agency for the purpose of adoption);
5. a member's unmarried illegitimate child under 21 years of age if the member's parentage of the child is established in accordance with criteria prescribed in Service regulations;

6. a member's unmarried child who is 21 but under 23 including step-, adopted, and illegitimate children, enrolled in a full-time course of study in an institution of higher education approved by the Secretary concerned, and is in fact dependent on the member for more than one-half of his/her support;
7. a member's unmarried child 21 or more years of age who is incapable of self-support because of mental or physical incapacity and is, dependent on the member for over one-half of his/her support; (***NOTE: Children under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the home of the member by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established in accordance with criteria prescribed in Service regulations***);
8. for transportation authorized in JFTR, par. U5215-B, a member's unmarried child who traveled at Government expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, otherwise would cease to be a dependent of the member, while the member is serving at an OCONUS PDS;
9. a member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became 21 years of age who:
 - a. is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary concerned; or
 - b. became so dependent due to a change of circumstances arising after the member entered on active duty and the dependency of the parent on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary concerned;
10. for return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. (See JFTR, par. U5240-E.)
11. for a determination of dependency made on or after 1 July 1994, an unmarried person who:
 - a. is placed in the legal custody of the member as a result of an order of a court of competent jurisdiction in the United States (or Puerto Rico or a possession of the United States) for a period of at least 12 months; and
 - (1) has not attained the age of 21, or
 - (2) has not attained the age of 23 years and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary concerned, or
 - (3) is incapable of self support because of a mental or physical incapacity that occurred while the person was a dependent of the member or former member under item 1 or 2, and
 - b. is dependent on the member for over one-half of his/her support, as prescribed in regulations of the Secretary concerned; and
 - c. resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or such other circumstances as the Secretary concerned may by regulation prescribe; and
 - d. is not a dependent of a member under any other paragraph.

NOTE: Exception. For entitlement purposes under JFTR:

1. *the spouse of a member, who also is a member on active duty, is not a dependent except for purposes of travel between the port of overhaul, inactivation or construction, and the homeport as authorized in par. U7115-A, or for transportation for survivors of a deceased member authorized in par. U5242-A1;*
2. *a child is not a dependent of both a mother and father who are members on active duty (i.e., only 1 member may receive allowances on behalf of the child);*
3. *a member may not be paid allowances on behalf of a dependent for any period during which dependent is entitled to basic pay IAW 37 U.S.C. §204.*

DEPENDENT, ACQUIRED. A dependent acquired through marriage, adoption, or other action during the course of the current tour of assigned duty. (**NOTE:** *The term does not include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.*)

DEPENDENT, COMMAND SPONSORED. (*Also see DEPENDENT*) Dependent(s) residing with a member at an OCONUS location where an accompanied-by-dependents tour is authorized, the member is authorized to serve that tour, and who meet the following conditions:

1. is eligible to travel to the member's PDS incident to the PCS orders (Except for acquired dependents and children born after the effective date of PCS orders.),
2. is authorized by the appropriate authority to be at the member's PDS, and
3. the member is entitled to station allowances at the with-dependents rate on behalf of the dependent(s) as a result of their residence in the vicinity of the member's PDS. See DODD 1315.7 (Military Personnel Assignments) for DoD Services and/or Service regulations for dependent command sponsorship criteria (see par. U1010-B13).

DEPENDENT RESTRICTED TOUR. An established tour at an OCONUS PDS that does not permit command sponsored dependents. Also referred to as unaccompanied hardship OCONUS tour or remote tour.

DESIGNATED PLACE. Except as used in JFTR, Chapter 6 (Evacuation Allowances):

1. a place in the United States, Commonwealths of Puerto Rico, and the Northern Mariana Islands, Guam, or any territory or possession of the United States;
2. the OCONUS place to which dependents are specifically authorized to travel under JFTR, par. U5222-D1, when a member is ordered to an unaccompanied or dependent restricted tour, as applicable (**NOTE:** *Limited to the native country of foreign born dependents for DoD Services and Coast Guard*);
3. the OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent restricted tour, as applicable, and to which dependents specifically are authorized to travel under JFTR, par. U5222-C4, D1 or F3;
4. the OCONUS place in the vicinity of the old PDS at which dependents remain under the provisions of JFTR, par. U5222-F3, while a member serves a dependent restricted or unaccompanied tour.

NOTE 1: *To receive entitlements associated with designated place moves, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependents' transportation is authorized at Government expense.*

NOTE 2: *For definition of "designated place" as used in JFTR, Chapter 6 (Evacuation Allowances), see pars. U6002-A and U6051-A.*

SEPARATED FROM THE SERVICE. Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

SERVICES. *See UNIFORMED SERVICES.*

SPARE PARTS FOR A POV. Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

SPECIAL NEEDS. Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include the weight or height of the traveler, and similar characteristics.

STANDARD CONUS RATE. The per diem rate prescribed for any CONUS location that is not included in one of the defined localities or areas specified in JFTR/JTR, Appendix D.

STANDARD GOVERNMENT MEAL RATE. See definition of "Government The daily rate charged for meals in a Government dining facility including the operating cost Meal Rate" for current rates.

SUBSISTENCE EXPENSES. *See PER DIEM ALLOWANCE.*

SUBSISTING OUT. The nonleave status of an outpatient medically unable to return to duty who is no longer assigned a bed because continuing treatment does not require one.

TEMPORARY DUTY (TDY).

1. Duty at one or more locations, away from the PDS, under orders providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location where processing is accomplished.

TEMPORARY DUTY (TDY) LOCATION. *See TEMPORARY DUTY STATION.*

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES. Specifically identified interim housing facilities operated by the services to provide short term housing accommodations, that a cash charge is levied without direct charge against the quarters allowances of the occupants. They include guesthouses, except transient visiting officer quarters occupied by official visitors to the installation. (**NOTE:** *They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.*)

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. (As released by the Office of the Geographer and Global Issues, July 1, 1997.)

- ★ 1. Commonwealth of the Northern Mariana Islands i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from web site www.saipan.com)
2. Commonwealth of Puerto Rico
3. American Samoa
4. Baker Island
5. Guam
6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef
10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands
14. Wake Island

TERRITORY OF THE UNITED STATES. *Also see TERRITORIES AND POSSESSIONS OF THE UNITED STATES.* An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to jurisdiction of the United States.

NOTE: *"Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.*

TRANSOCEANIC TRAVEL. Travel that, if performed by surface means of commercial transportation over a usually traveled route, requires the use of oceangoing ships.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. The costs related to transportation.

TRANSPORTATION, HHG. The shipment, packing, crating, drayage, temporary storage, uncrating, and unpacking of HHG at Government expense. (**NOTE:** *Includes special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting.)*)

TRANSPORTATION, POV. Transportation by vessel, including port-handling charges, to, from, and between OCONUS ports.

NOTE 1: *The term does not include land transportation to or from such ports, except when transportation of POV is authorized by 37 U.S.C. §554 and is in accordance with Service regulations.*

NOTE 2: Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the member's responsibility.

TRANSPORTATION REQUEST. A written request of the United States Government to procure, from a common carrier, transportation, accommodations, or other services chargeable to the Government, in connection with official travel. (***NOTE:*** GTRs may be issued and used only for official travel. They must not be issued or used for personal travel on a reimbursable basis.)

TRAVEL. The term "travel" relates to movement of persons from place to place and includes entitlement to the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume.

TRAVEL ADVANCE. Prepayment of estimated travel expense.

TRAVEL AUTHORIZATION (ORDERS). *See Travel Orders.*

TRAVEL CLAIM (VOUCHER). A written request supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL, INVITATIONAL. Authorized travel of individuals either not employed, or employed (under 5 U.S.C. §5703) intermittently in the Government's service as consultants or experts and paid on a daily when-actually-employed basis. It's also used for individuals serving without pay or at \$1 a year when they're acting in a capacity directly related to, or in connection with, official Government activities. Travel allowances authorized for such persons are the same as those ordinarily authorized for civilian employees in connection with TDY (see JTR).

TRAVEL MANAGEMENT SYSTEM (TMS). A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, CTO, and an electronic travel management system or other commercial method of arranging travel.

TRAVEL, OFFICIAL. Authorized travel and assignment solely in connection with business of the DoD or the Government.

NOTE 1: Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence; to, from, or between PDSs; and to, from, at, and between TDY assignment locations.

NOTE 2: Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places in connection with personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.

TRAVEL ORDERS. A written instrument issued or approved by person(s) to whom authority has been delegated directing a member or group of members to travel. There are four basic types of orders:

1. ***Unlimited Open.*** An authorization allowing a member to travel on official business without further authorization for a specified period of time.
2. ***Limited Open.*** An authorization allowing a member to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time.
3. ***Repeat.*** An authorization allowing a member to travel on official business without further authorization to a specific destination for a specified period of time.
4. ***Trip-by-trip.*** An authorization allowing an individual or group of individuals to take one or more specific official business trips, that must include specific purpose, itinerary, and estimated costs.

TRAVEL STATUS. The member's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel order, including time en route waiting for transportation connections and delays en route beyond the control of the traveler. (*NOTE: See par. U2200 for more detail.*)

UNACCOMPANIED BAGGAGE. See *BAGGAGE, UNACCOMPANIED*.

UNACCOMPANIED MEMBER. A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

UNITED STATES. The 50 states and the District of Columbia.

U.S. FLAG AIR CARRIER. A U.S. flag air carrier that holds a certificate under 49 U.S.C. §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

U.S. INSTALLATION. A base, post, yard, camp or station:

1. under the local command of a uniformed service,
2. with permanent or semi-permanent-type troop shelters and a Government mess, and
3. where there are U.S. Government operations.

***NOTE:** This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the installation.*

UNUSUALLY ARDUOUS SEA DUTY. Duty aboard or with designated units. These units must be designated in writing and meet the criteria in 57 Comp. Gen. 266 (1978).

WARD. A person, especially an infant, placed by authority of law under the care of a guardian.

YEARS OF SERVICE. Any service authorized to be credited in computation of basic pay under 37 U.S.C. §205.

APPENDIX A

PART II: ACRONYMS

AEA	Actual Expense Allowance
AMC	Air Mobility Command
AOR	Area of Responsibility
ATM	Automated Teller Machine
AWOL	Absent Without Leave
BAH-II	Basic Allowance for Housing II (replaces BAQ effective 1 January 1998)
BAH	Basic Allowance for Housing
BAS	Basic Allowance for Subsistence
COLA	Cost-of-Living Allowance
CONUS	Continental United States
CONUS COLA	(CONUS COLA) Continental United States Cost of Living Allowance
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour
CTO	Commercial Travel Offices
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DLA	Dislocation Allowance
DOD	Department of Defense
DoDEA	Department of Defense Education Activity
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
EUM	Essential Unit Messing
FAM	Foreign Affairs Manual
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FSH	Family Separation Housing (replaces FSA-I effective 1 January 1998)
FTR	Federal Travel Regulation
FTS	Federal Telecommunications System
GAO	General Accounting Office
GBL	Government Bill of Lading
GOCO	Government Owned Contractor Operated
GSA	General Services Administration
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HOR	Home of Record
HOS	Home of Selection
HP	Homeport
IADT	Initial Active Duty for Training
IPCOT	In-Place Consecutive Overseas Tour
IRS	Internal Revenue Service
ITGBL	International Through Government Bill of Lading
ITO	Installation Transportation Officer
JD	Joint Determination
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPQ	Living Pattern Questionnaire
LPS	Living Pattern Survey

M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MARS	Military Affiliate Radio System
MIA	Missing in Action
MIHA	Move-In Housing Allowance
MOU	Memorandum of Understanding
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
NOAA	National Oceanic and Atmospheric Administration (Same as "USNOAA")
NTS	Nontemporary Storage
OCNUS	Outside the Continental United States
OGE	Office of Government Ethics
OHA	Overseas Housing Allowance
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PEB	Physical Evaluation Board
PHS	Public Health Service (Same as USPHS)
PITI	Principal, Interest, Taxes and Insurance
PLEAD	Place From Which Entered (or Called) to Active Duty
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PPGBL	Personal Property Government Bill of Lading
SROTC	Senior Reserve Officers' Training Corps
SR&R	Special Rest and Recuperative Absence
SSB	Special Separation Benefit
SSN	Social Security Number
STS	Specialized Treatment Services
TAD	Temporary Additional Duty
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TGBL	Through Government Bill of Lading
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TMC	Travel Management Centers
TMS	Travel Management System
UN	United Nations
U.S.	United States
U.S.C.	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration
USPHS	United States Public Health Service
VA	Department of Veterans Affairs
VSI	Voluntary Separation Incentive

**APPENDIX L
ACTUAL EXPENSE ALLOWANCE (AEA)
CHANNELS OF SUBMISSION**

A. Requests for an AEA not to exceed the 150 Percent Ceiling. Except under the circumstances in par. C, requests for an AEA not to exceed the 150 percent ceiling established in the JFTR, par. U4210-B1 and 2 or the JTR, par. C4602-B1 and 2 are submitted to the appropriate office listed below or as otherwise designated by the Service concerned and should arrive at least 10 days before travel begins. The order-issuing/authorizing official, or the official who levies the requirement for the TDY assignment if different from the order-issuing/authorizing official, determines if an AEA is warranted. Authority to authorize/approve AEAs is delegated as indicated below.

NOTE: *Do not send AEA requests directly to the PDTATAC.*

- ★ 1. Office of the Secretary of Defense: For Washington Headquarters Services, and DoD Field Activities and Defense Agencies not specifically listed: Order issuing/Authenticating/Authorizing official;

a. American Forces Information Service
Attn: RM Administration
601 North Fairfax Street
Alexandria, VA 22314-2007

b. Ballistic Missile Defense Organization
Attn: Director Management Operations
7100 Defense Pentagon
Washington, DC 20301-7100

c. Defense Advanced Research Projects Agency
Office of Administration and Small Business
3701 North Fairfax Drive
Arlington, VA 22203-1714

d. Defense Commissary Agency
Attn: SAA
38th Street and E Avenue
Fort Lee, VA 23801-6300

e. Defense Finance and Accounting Service (DFAS): Principal Deputy/Deputy Directors, Assistant Deputy Directors, and General Counsel at Headquarters; Directors/ Principal Deputy Directors at DFAS Centers and Operating Locations, and Directors/ Assistant Directors at Financial Systems organization/Activities for assigned personnel and other DFAS personnel under their command and control. ***This authority shall not be re-delegated;***

f. Defense Information Systems Agency
Attn: BLA
701 South Courthouse Road
Arlington, VA 22202-2199

g. Defense Intelligence Agency
Deputy Comptroller for Financial policy and Accounting (OC-4)
Washington, DC 20340-3035

h. Defense Legal Services Agency
Attn: Attorney Manager
1600 Defense Pentagon
Washington, DC 20301-1600

i. Defense Logistics Agency
Office of the Comptroller
8725 John J. Kingman Rd., Suite 533
Ft. Belvoir, VA 22060-6221

j. Defense Prisoner of War/Missing Personnel Office
Attn: Resource Management Directorate
1745 Jefferson Davis Highway, Suite 800
Arlington, VA 22205-2816

k. Defense Security Cooperation Agency
Attn: Deputy Director, Resource Management
1111 Jefferson Davis Highway, Suite 303
Arlington, VA 22205-2400

l. Defense Security Service
Attn: Comptroller
1340 Braddock Place
Alexandria, VA 22314-1651

m. Defense Threat Reduction Agency
Attn: Finance Management Office
45045 Aviation Drive
Dulles, VA 20166-7515

n. Department of Defense Contract Audit Agency
Headquarters, Assistant Director, Resources
8725 John J. Kingman Road, Suite 2135
Fort Belvoir, VA 22060-6219
Regional Directors of DCAA Regio at Eastern, Northeastern, Central, Mid-Atlantic, and Western for assigned personnel and other DCAA personnel under their command and control.

o. Department of Defense Education Activity
Attn: Comptroller
4040 Fairfax Drive
Arlington, VA 22203-1613

p. Department of Defense Human Resources Activity
Attn: Assistant Director
4040 Fairfax Drive, Suite 200
Arlington, VA 22203-1613

q. Department of Defense Inspector General
Assistant IG for Information Management
400 Army Navy Drive
Arlington, VA 22202-2870

r. National Imagery and Mapping Agency
Attn: Administrative Office
8613 Lee Highway
Fairfax, VA 22031-2137

s. National Security Agency/Central Security Service
Attn: M6
Ft. George G. Meade, MD 20755-6000

t. Office of Economic Adjustments
Attn: Administrative Officer
400 Army Navy Drive, Suite 200
Arlington, VA 22202-2884

u. TRICARE Management Activity
Attn: TMA Budget Officer
5111 Leesburg Pike, Suite 810
Falls Church, VA 22041-3206

v. Uniformed Services University of the Health Sciences
Attn: Resource Management
4301 Jones Bridge Road
Bethesda, MD 20814-4799

w. United States Court of Appeals for the Armed Forces
Attn: Clerk of the Court
450 "E" Street, NW
Washington, DC 20442-0002

2. Army:

a. For DA Staff and Field Operating Agencies not specifically listed: AEA authority is delegated to the order-issuing official. Personnel assigned to the Major Army Commands (MACOMs) listed below submit requests to the authority indicated for each MACOM (*MACOM Commanders may delegate AEA authority to the lowest practicable level, but not beyond the level of order-issuing officials. If MACOM not listed the AEA authority has been delegated to the order-issuing official.*);

b. Commander, Army Materiel Command (AMC), ATTN: AMCPE-P, 5001 Eisenhower Ave., Alexandria, VA 22333-0001; Message Address: CDRUSAMC ALEXANDRIA VA//AMCPE-P//; Telephone: DSN 767-5511, Commercial (703) 617-5511;

c. Headquarters, Military Traffic Management Command (MTMC), ATTN: MTRM-F, 5611 Columbia Pike, Falls Church, VA 22041-5050; Message Address: CDRMTMC FALLS CHURCH VA//MTRM-F//; Telephone: DSN 761-3464, Commercial (703) 681-3464;

d. Commander, Eighth U.S. Army (USAEIGHTH), ATTN: FKCS, APO AP 96205-0010; Message Address: CDRUSAEIGHTH SEOUL KOR//FKCS//; Telephone: DSN 723-5241;

e. Commander, U.S. Army Information Systems Command (USAISC), ATTN: ASRM-F-MA, Fort Huachuca, AZ 85613-5000; Message Address: CDRUSAISC FT HUACHUCA AZ//ASRM-F-MA//; Telephone: DSN 879-6446, Commercial (520) 538-6446;

- f. Headquarters, U.S. Army South (USARSO), Unit 7111, ATTN: SORM, APO AA 34004-5000; Message Address: HQUSARSO FT CLAYTON PM//SORM//; Telephone: DSN 287-3905 or 287-3145;
- g. Commander, Military District of Washington (MDW), ATTN: ANRM-Z, 103 Third Ave., Fort McNair, Washington, DC 20319-5058; Message Address: CDRMDW WASHINGTON DC//ANRM-Z//; Telephone: DSN 335-2048, Commercial (202) 475-2048;
- h. Commander, U.S. Army Training and Doctrine Command (TRADOC), ATTN: ATRM-AT, Fort Monroe, VA 23651-5000; Message Address: CDRTRADOC FT MONROE VA//ATRM//, Telephone: DSN 680-4221; Commercial (804) 727-4221; NOTE: Delegated to Installation Commanders with further delegation authorized;
- i. Commander, U.S. Army Criminal Investigation Command (USACIDC), ATTN: CISP-RM, 6010 6th St., Fort Belvoir, VA 22060-5506; Message Address: CDRUSACIDC WASHINGTON DC//CISP-RM//; Telephone: DSN 656-0194, Commercial (703) 806-0194, e-mail address: schaefferj@cidc.belvoir.army.mil;
- j. Commander, U.S. Army Medical Command (MEDCOM), ATTN: MCRM-F, 2050 Worth Rd., Fort Sam Houston, TX 78234-6000; Message Address: CDRUSAHSC FT SAM HOUSTON TX//MCRM-F//; Telephone: DSN 471-8141, Commercial (515) 221-8141 or 221-7298;
- k. Commander, U.S. Army Pacific (USARPAC), ATTN: APRM-BAA, Fort Shafter, HI 96858-5100; Message Address: CDRUSAPAC FT SHAFTER HI//APRM-BAA//; Telephone: DSN 438-2710 or 438-2918;
- l. Commander, U.S. Army Special Operations Command (USASOC), ATTN: AOFI-RM, Fort Bragg NC 28307-5200; Message Address: CDRUSASOC FT BRAGG NC//AOFI-RM//; Telephone: DSN 239-2022, Commercial (910) 432-2022;
- m. Department of the Army, Army National Guard, ATTN: NGB-ARC, 111 S. George Mason Dr., Arlington, VA 22204-1382; Message Address: CNGB WASHINGTON DC//NGB-ARC//; Telephone: DSN 327-7563, Commercial (703) 607-7563; ***NOTE: Delegated to USPFs.***
- n. Commander/Deputy to the Commander, U.S. Army Central Identification Laboratory, Hawaii, 310 Worchester Avenue, Hickam AFB, HI 96853-5530.
3. Navy:
- a. Military Personnel: Order-issuing officials;
- b. Civilian Employees: Heads of Activities/ Commands or their designees.
4. Marine Corps:
- a. Military Personnel: Order-issuing officials;
- b. Civilian Employees: Heads of Activities/ Commands or their designees.
5. Air Force:
- a. Wing Commander or equivalent, *who may delegate no lower than the Group Commander*;

- b. Direct Reporting Unit (DRU) and Field Operating Agency (FOA) FMs or equivalents for their assigned personnel;;
- ★ c. HQ USAF. Order-issuing officials;
- d. Air Force Reserve Members:
 - (1) Individual Mobilization Augmentees (IMA) – ARPC/DR, 6760 E. Irvington Place, Denver, CO 80280-3000;
 - (2) HQ AFRC – two-digit staff Directors i.e., DP, CE, FM, etc., for their assigned personnel;
 - (3) For reserve units – Wing commander or equivalent, *who may delegate no further than the group commander level.*
- 6. Coast Guard (Military Personnel): Order-issuing officials.
- 7. National Oceanic and Atmospheric Administration Corps: Order-issuing official.
- 8. Public Health Service: Director, Division of Commissioned Personnel, PSC, ATTN: PDTATAC MAP Member, Room 4A15, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0002.
- 9. Unified/Specified Commands:
 - a. Office of the Supreme Allied Commander Europe (OSACEUR): Executive/ Executive Assistant to the Supreme Allied Commander Europe, ATTN: SHG, APO AE 09705;
 - b. United States European Command (USEUCOM): Executive Officer to the DCINC USEUCOM, Vaihingen, West Germany;
 - c. United States Central Command (CENTCOM), Attn: CCCO, 7115 South Boundary Blvd., MacDill AFB, FL 33621-5101;
 - d. Commander in Chief, U.S. Pacific Command (PACOM), Attn: Comptroller, Box 64037, Camp H.M. Smith, HI 96861-4037; Telephone: DSN 315-477-6681, Commercial (808) 477-6681;
 - e. United States Space Command (USSPACECOM), Joint Secretary (JS), 250 S. Peterson Blvd., Sta 116, Peterson AFB, CO 80914-3010;
 - f. North American Aerospace Defense Command (NORAD), Joint Secretary (JS), 250 S. Peterson Blvd., Sta 116, Peterson AFB, CO 80914-3010;
 - g. U.S. Atlantic Command (J8) (ACOM), 1562 Mitscher Avenue, Suite 200, Norfolk, VA 23551-2488; Telephone: DSN 836-5773, Commercial (757) 322-5773;
 - h. Chief of Staff, United States Strategic Command (USSTRATCOM), 901 SAC BLVD STE 2A3, Offutt AFB, NE 68113-6000;
 - i. United States Transportation Command (USTRANSCOM), Attn: TCJ8-B, 508 Scott Drive, Scott AFB, IL 62225-5357;
 - j. United States Southern Command (USSOUTHCOM), ATTN: SCCM, APO AA 34003.
- 10. Special Operation Commands:

- a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN 577-0916, Commercial (619) 437-0844;
 - b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley St., Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN 579-2815, Commercial (904) 884-2325;
 - c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: 236-0141, Commercial (901) 396-0141.
11. Schools:
- a. Uniformed Services University of the Health Sciences, ATTN: Vice President for Resource Management, 4301 Jones Bridge Road, Bethesda, MD 20814-4799;
 - b. Department of Defense, National Defense University, ATTN: Director, Resource Management, 100 Fort McNair, Washington, DC 20319-0001;
 - c. NATO Defense College: U.S. Senior National Representative, Viale della Civiltà del Lavoro, 38 00144, Rome, Italy.
12. Strategic Defense Initiative Organization, Pentagon, Room 1E1034, Washington, DC 20301-7100.

B. Requests for an AEA not to exceed the 300 Percent Ceiling. Except under the circumstances in par. C, requests for an AEA not to exceed the 300 percent ceiling established in the JFTR, par. U4210-B3 or the JTR, par. C4602-B3 are submitted to the appropriate office listed below or as otherwise designated by the Service concerned and should arrive at least 10 days before travel begins. The order-issuing/authorizing official, or the official who levies the requirement for the TDY assignment if different from the order-issuing or authorizing official, determines if an AEA is warranted.

1. Army: A General Officer/SES within the Command listed in par. A2 above for subordinate units. For all activities belonging to Commands not specifically listed in A2 above, authority rests with the General Officer/SES for their own travel and the travel of those under their supervision. ***This authority shall not be further delegated.***

2. Air Force:

a. MAJCOM/FMs, FOA and DRU FMs or equivalents;

b. 11th Wing for HQ USAF personnel;

c. Air Force Reserve Members:

(1) Individual Mobilization Augmentees (IMA) –ARPC/DR, 6760 E. Irvington Place, Denver, CO 80280-3000;

(2) HQ AFRC and reserve units – HQ AFRC/FM, 155 2nd Street, Robins AFB, GA 31098-1635;

This authority shall not be further delegated.

3. Navy:

a. Military Personnel: See par. A3 above for authorization/approval authority;

★ b. Civilian Personnel: Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), Civilian Personnel Programs (DP2/lg), 3801 Nebraska Avenue, NW, Washington, DC 20393-5451.

4. Defense Agencies, Marine Corps, Coast Guard, NOAA, PHS, Unified/Specified Commands, Special Operations Commands, Schools, and Strategic Defense Initiative Organization: See par. A1, A4, and A6 - A12 above for authorization/approval authority.

C. Officials Who May Authorize/Approve AEAs for Their Own Travel and Travel of Accompanying Uniformed Members/Employees. The following officials may authorize/approve AEAs up to 300 percent ceiling, as they deem appropriate for the travel involved, for their own personal travel and for any accompanying uniformed service members and DoD civilian employees whenever they consider it necessary and proper under this Part. The provisions of par. C4603 are not applicable to the cases covered by this paragraph.

The Secretary, the Deputy, the Under, the Deputy Under and Assistant Secretaries of Defense

The Secretary, Under Secretary, or Assistant Secretaries of Army, Navy, and Air Force

The Assistant to the Secretary of Defense (Legislative Affairs)

The Assistant to the Secretary of Defense (Atomic Energy)

The General Counsel of the Department of Defense

The Defense Advisor, U.S. Mission to NATO

Directors of Defense Agencies

President, Uniformed Services University of the Health Sciences

Director Operational Test & Evaluation

DoD Inspector General

Director, Defense Research & Engineering

Commander/Deputy Commanders of Air Force Major Commands

(6) The AO determines that a restricted fare (e.g., excursion fare, special fare) is cheaper and is worth the restriction/eligibility risks if travel plans change.

The AO must record the rationale for not using contract flights on the Trip Record.

★ **NOTE:** See JTR, par. C2002 or JFTR, par. U3145 for policy and FAQs regarding use of the Contract City Pair Program

c. Authorizing Accommodations Above Coach Class. When mission requirements dictate, AOs may authorize premium (but less than first) class travel accommodations for the following reasons (the reason must be recorded on the Trip Record):

- (1) Available coach class accommodations shall not allow timely mission completion;
- (2) A traveler's documented medical condition requires use of premium class accommodations;
- (3) Security or exceptional circumstances make use essential to accomplish the mission;
- (4) Coach-class accommodations on foreign carriers (when authorized for use) do not provide adequate sanitation or health standards;
- (5) An overall savings is realized based on economic considerations, such as additional lodging or per diem costs that would be incurred in waiting for the next available coach-class accommodations; or
- (6) The origin or destination is OCONUS, the scheduled flight time (including stopovers) exceeds 14 hours, and the mission requires duty performance

soon after arrival without a rest period. (When premium class is authorized for this reason, the AO is not to authorize a rest stop en route or a rest period upon arrival at the duty site.)

AOs must contact their Service headquarters, through command channels, for permission to use first-class accommodations. First class may be authorized when:

- (1) No other accommodations are available within 24 hours of the traveler's proposed departure or arrival time;
- (2) A documented medical condition of the traveler requires use of first-class; or
- (3) Exceptional security circumstances exist.

d. Using American Flag Carriers. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). See JFTR, par. U3125-C and JTR, par. C2204-B.

U.S. flag carriers are not considered "available" if:

- (1) Use of a U.S. carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- (2) Use of a U.S. flag carrier would require the traveler to wait six hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- (3) Use of a foreign flag carrier would eliminate two or more aircraft changes en route on a trip between points outside the U.S.;

(4) The elapsed travel time by a foreign carrier is three hours or less and travel by a U.S. carrier would be at least twice the time

(5) The travel can only be financed with excess foreign currency and available U.S. flag carriers shall not accept the currency;

(6) Only first class accommodations are available on a U.S. flag carrier where less than first class accommodations are available on a foreign flag carrier; or

(7) Transportation on a foreign carrier is fully paid by a foreign government, international agency or other organization; see DoD 5105.38M, par. 20202-C3e when travel is on Security Assistance Business.

e. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For civilian travelers, the rules in JTR, par. C4563-C, apply. A member is not entitled to per diem on any day leave is charged. *Do not permit a TDY trip that is an excuse for personal travel.*

2. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it's consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.

3. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

4. Authorized Trips Home During Extended Business TDY. AOs may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses. The AO must determine that the costs of this periodic return travel are outweighed by the savings. The length and purpose of the TDY assignments, the distance of the return travel, increased member or employee efficiency and productivity, and reduced costs of recruitment and retention are to be considered. An analysis must be conducted at least every other year. The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business TDY.

5. Phone Calls to Home or Family During TDY. The AO may determine certain communications to a traveler's home/family as official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The order-issuing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998).

6. Travel Expense Report. The Trip Record contains the expense report. AOs must review their traveler's expense report as soon after receiving it as possible. AOs are to examine the amounts claimed, all receipts for lodging, receipts for amounts claimed of \$75 or more, or a signed statement why a receipt is not attached. The AO's signature on the expense report indicates the travel was taken, the required receipts were reviewed, the

★ APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

The following are authorized FEML locations/destinations *for members (and their dependents) of the Uniformed Services only:*

<u>Authorized FEML Location</u>	<u>Command Region</u>	<u>Authorized Destination</u>	<u>Recertification Due Date</u>
Albania, Tirana	European	Frankfurt	31 July 2000
Argentina	Southern	Miami	31 March 1999
Armenia, Yerevan	European	Frankfurt	31 July 2000
Australia, Exmouth	Pacific	Perth	30 April 1999
Azerbaijan, Baku	European	Frankfurt	31 July 2000
Bahrain	Central	Frankfurt	31 July 2000
Bangladesh	Pacific	Honolulu	30 April 1999
Belarus	European	Frankfurt	31 July 2000
Belize	Southern	Miami	31 March 1999
Bolivia	Southern	Miami	31 March 1999
Botswana	European	Frankfurt	31 July 2000
Brazil	Southern	Miami	31 March 1999
Bulgaria	European	Frankfurt	31 July 2000
Burma	Pacific	Los Angeles	30 April 1999
Cambodia, Pnom Penh	Pacific	Honolulu	31 January 2000
Cameroon	European	Frankfurt	31 July 2000
Canada, British Columbia, Masset	Atlantic	Vancouver	30 April 1999
Chad	European	Frankfurt	31 July 2000
Chile	Southern	Miami	31 March 1999
China	Pacific	Los Angeles	30 April 1999
Columbia	Southern	Miami	31 March 1999
Cote d'Ivoire	European	Frankfurt	31 July 2000
Croatia, Zagreb	European	Frankfurt	31 July 2000
Cyprus	European	Frankfurt	31 July 2000
Democratic Republic of Congo	European	Frankfurt	31 July 2000
Djibouti	Central	Frankfurt	31 July 2000
Dominican Republic	Southern	Miami	31 May 1999
Ecuador	Southern	Miami	31 March 1999
Egypt	Central	Frankfurt	31 July 2000
El Salvador	Southern	Miami	31 March 1999
Eritrea, Asmara	Central	Frankfurt	31 July 2000
Estonia	European	Frankfurt	31 July 2000

Ethiopia, Addis Ababa	Central	Frankfurt	31 July 2000
Fiji	Pacific	Sydney	30 April 1999
Georgia, Tbilisi	European	Frankfurt	31 July 2000
Ghana, Accra	European	Frankfurt	31 July 2000
Greece, Athens	European	Frankfurt	31 July 2000
Guatemala	Southern	Miami	31 March 1999
Haiti	Southern	Miami	31 May 1998
Honduras	Southern	Miami	31 May 1999
Hong Kong	Pacific	Los Angeles	30 April 1999
India	Pacific	Frankfurt	30 April 1999
Indonesia	Pacific	Honolulu	30 April 1999
Israel, Tel Aviv	European	Frankfurt	31 July 2000
Jordan	Central	Frankfurt	31 July 2000
Kazakhstan, Almaty	Central	Frankfurt	31 July 2000
Kenya	Central	Frankfurt	31 July 2000
Kuwait	Central	Frankfurt	31 July 2000
Kyrgyzstan, Bishkek	Central	Frankfurt	31 July 2000
Latvia	European	Frankfurt	31 July 2000
Lithuania, Vilnius	European	Frankfurt	31 July 2000
Malaysia	Pacific	Sydney	30 April 1999
Marshall Islands, Majuro	Pacific	Honolulu	30 April 1999
Mexico	Southern	San Antonio	31 March 1999
Moldova, Chisnau	European	Frankfurt	31 July 2000
Morocco	European	Frankfurt	31 July 2000
Mozambique	European	Frankfurt	31 July 2000
Nicaragua	Southern	Miami	31 March 1999
Nigeria	European	Frankfurt	31 July 2000
Oman	Central	Frankfurt	31 July 2000
Pakistan	Central	Frankfurt	31 July 2000
Paraguay	Southern	Miami	31 March 1999
Peru	Southern	Miami	31 March 1999
Philippines, Metro Manila	Pacific	Honolulu	30 April 1999
Poland	European	Frankfurt	31 July 2000
Qatar	Central	Frankfurt	31 July 2000
Romania	European	Frankfurt	31 July 2000
Russia, Moscow	European	Frankfurt	31 July 2000
Rwanda, Kigali	European	Frankfurt	31 July 2000
Saudi Arabia	Central	Frankfurt	31 July 2000
Senegal	European	Frankfurt	31 July 2000

Singapore	Pacific	Sydney	30 April 1999
Skopje (Former Yugoslav Republic of Macedonia)	European	Frankfurt	31 July 2000
South Africa	European	Frankfurt	31 July 2000
South America, Suriname	Southern	Miami	31 March 1999
Sri Lanka	Pacific	Frankfurt	30 April 1999
Syria	European	Frankfurt	31 July 2000
Thailand	Pacific	Honolulu	30 April 1999
Tunisia	European	Frankfurt	31 July 2000
Turkey, Ankara	European	Frankfurt	31 July 2000
Turkey, Izmir	European	Frankfurt	31 July 2000
Turkmenistan, Ashgabat	Central	Frankfurt	31 July 2000
Uganda, Kampala	European	Frankfurt	31 July 2000
Ukraine, Kiev	European	Frankfurt	31 July 2000
United Arab Emirates	Central	Frankfurt	31 July 2000
Uruguay	Southern	Miami	31 March 1999
Uzbekistan, Tashkent	Central	Frankfurt	31 July 2000
Venezuela	Southern	Miami	31 March 1999
Vietnam	Pacific	Honolulu	31 October 1998
Yemen	Central	Frankfurt	31 July 2000
Yugoslavia	European	Frankfurt	31 July 2000
Zimbabwe	European	Frankfurt	31 July 2000

